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Description of contents

- (1) Box no. 2986
- (2) Folder title/number: (30)
Operations

(3) Date: ?

(4) Subject:

Classification	Type of record
741	t

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no. Sheet no.

(Compiled by *National Diet Library*)

L-142

HOW SHOULD WE ORGANIZE OUR LABOR UNION
(Constitutions of American local unions)

Note: The inclosed samples of constitutions of American local unions have been translated into Japanese and published in book form by the Labor Education Section, Labor Ministry. Copies of the Japanese translation may be purchased from the Labor Ministry for ¥100 per copy.

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ECONOMICS
LABOR FILE
NO. 11

Suggested Sample Constitution for Locals of the
UNITED ELECTRICAL, RADIO AND MACHINE
WORKERS OF AMERICA, CIO

The following material is made available by the UE General Office for use by local unions. Constitutional provisions suggested are those which experience has shown to be of practical importance for the efficient functioning of a local union.

NAME

Section 1...This organization shall be known as the United Electrical, Radio and Machine Workers of America, Local #_____

AFFILIATION

Section 2...Local #_____ shall be affiliated with the United Electrical, Radio and Machine Workers of America, International Union, and District Council #_____, UER & IWL and with such other bodies as the membership may determine.

OBJECT

Section 3... It shall be the object of this Local Union to protect, maintain and advance the interests of the workers; to organize the unorganized in conformity with its jurisdiction; and provide for the advancement of the interests of the workers.

ELIGIBILITY

Section 4... All persons coming under the jurisdiction of the UER & IWL are eligible to membership in this Local, regardless of age, skill, craft, sex, nationality, color, religious or political beliefs or affiliations.
(Makes proper provision for jurisdictional scope of the Local)

OFFICERS AND EXECUTIVE BOARD

Section 5...The elected officers of this Local shall be a President, a Vice President, a Corresponding and Recording Secretary, a Financial Secretary, a Treasurer and a Local Executive Board composed of President, Vice President, Treasurer, Corresponding and Recording Secretary, Financial Secretary and (usually 6) elected members. In addition to the foregoing officers there shall be three Trustees and a Sergeant-at-Arms.

DUTIES OF THE PRESIDENT

- Section 6...(a) Preside at all regular and special meetings of the Local, and Local Executive Board.
- (b) Be a member of the Local Executive Board.
- (c) Preserve order and enforce the Constitution and By-Laws of this Union.
- (d) Be an ex-officio member of all committees, but shall have no vote at the meetings at which he presides, except in case of a tie.

- (e) Appoint, subject to the approval of the membership, all special committees, when an election of same is not called for.
- (f) Sign checks jointly with the Treasurer.
- (g) Give bond in an amount not less than \$500.00, subject to the approval of the Local Executive Board, Such bond shall be paid for by the Local.
- (h) Be at all times responsible to the Executive Board.
- (i) His term of office shall be for one (1) year.

DUTIES OF VICE PRESIDENT

Section 7...The Vice President shall assist the President in the performance of all duties and act in his absence. He shall be a member of the Local Executive Board, His term of office shall be for one (1) year.

DUTIES OF THE RECORDING AND CORRESPONDING SECRETARY

- Section 8... (a) Keep all records of the meetings of the Local union and of the Local Executive Board.
- (b) Conduct all correspondence of the Local union, and of the Local Executive Board unless otherwise directed by the Local Executive Board or as otherwise provided herein.
- (c) Be a member of the Local Executive Board.
- (d) Perform such other duties, with the approval of the Local Executive Board, as may be necessary for the proper and effective administration of the affairs of the Local.
- (e) His term of office shall be for one (1) year.

DUTIES OF THE FINANCIAL SECRETARY

- Section 9...(a) Receive, receipt, and account for all money paid to the Local.
- (b) Pay all bills authorized by the Local.
- (c) Furnish all supplies pertaining to the Local.
- (d) Give account of all receipts and expenditures.
- (e) Turn over all money to the Treasurer within five (5) business days of receipt.
- (f) Furnish a monthly Financial Report to the Local.
- (g) Furnish a monthly report on per capita to the **District Council**.
- (h) Furnish a monthly report on per capita to the National Office.
- (i) Give bond in an amount not less than \$500.00. Such bond shall be subject to the approval of the Local Executive Board and shall cover the amount entrusted to his care and shall be paid for by the Local.
- (j) Be a member of the Local Executive Board.
- (k) Perform such other duties with the approval of the Local Executive Board as may be necessary for the proper and effective administration of the financial affairs of the Local.
- (l) His term of office shall be for one (1) year.

DUTIES OF THE TREASURER

Section 10...(a) Receive all money from the Financial Secretary and give receipt for same.

- (b) Check all money received from the Financial Secretary with the receipt book of the Financial Secretary.
- (c) Deposit all money as directed by the Local Executive Board within five (5) business days of receipt.
- (d) Account for all money deposited.
- (e) Give bond in an amount not less than \$500.00. Such bond shall be subject to the approval of the Local Executive Board and shall cover the amount entrusted to his care and shall be paid for by the Local.
- (f) Sign checks jointly with the President.
- (g) Be a member of the Local Executive Board.
- (h) Perform such other duties with the approval of the Local Executive Board as may be necessary for the proper and effective functioning of the financial affairs of the Local.
- (i) His term of office shall be for one (1) year.

DUTIES OF TRUSTEES

- Section 11...(a) Act as custodians and exercise supervision over all the property of the Local; keep an inventory thereof, and report same in writing at a Local meeting in (month).
- (b) Manage and safeguard all property of the Local.
 - (c) Examine and audit all books and records of the Financial Secretary and Treasurer, quarterly, in the months of _____ and _____, and make quarterly reports of the same at the regular meeting of the Local in the above mentioned months, and shall make such other audits and reports at the direction of the Local Executive Board or the Local union.
 - (d) Witness the quarterly official notification by the President and the Financial Secretary to the General Secretary-Treasurer of the International Union informing him that the Local's books and records have been audited. This notice shall state what the condition of the books and records are.
 - (e) Their term of office shall be for one (1) year.
 - (f) They shall not be members of the Local Executive Board, but may attend all meetings of the Board.

DUTIES OF THE LOCAL EXECUTIVE BOARD

- Section 12...(a) All decisions of the Executive Board shall be by a majority vote of the members present.
- (b) _____ members of the Executive Board shall constitute a quorum.
 - (c) The Executive Board shall perform all duties necessary to the proper administration of the affairs of the Local union consistent with the Local, District Council, and International Constitutions.
 - (d) The Executive Board, with the approval of the membership, may fix the compensation to be paid to any member, officer or other person employed by the Local union, provided, such compensation shall not exceed the maximum wage paid the workers of the industry.
 - (e) The Executive Board shall act in cases of emergency which may arise between meetings of the Local.

(f) The Executive Board shall determine the financial arrangements necessary to insure that the business of the Union functions in an orderly manner.

(g) The Executive Board shall meet at least _____ times per month and at such other times as the Executive Board or the President may determine.

(h) The Executive Board may advise or control the course of action of any or all Local Officers and Committees, except as otherwise herein provided, subject to the approval of the membership.

(i) The Executive Board shall use every possible means to organize the unorganized within the jurisdiction of the Local.

(j) The Executive Board shall establish such committees as may be needed to promote the interests of the Union, subject to the approval of the membership.

(k) The Executive Board may at any time require from any officer or Committee a full and detailed statement of account of any action or business done in the name of the Local.

(l) A vacancy in the Executive Board shall be filled by nomination and election at the next regular meeting of the Local union.

DUTIES OF SERGEANT-AT-ARMS

Section 13...Whenever a meeting is declared a closed meeting, the Sergeant-at-Arms shall examine all persons present at the meeting to ascertain if they are members in good standing of the United Electrical, Radio & Machine Workers of America. He shall not permit any person who is not in good standing to remain. He shall assist the Chairman in preserving order.

NOMINATIONS AND ELECTION OF OFFICERS

Section 14...(a) At least _____ days prior to the first (month) meeting of the Local, the Recording Secretary shall notify the membership that nominations for officers shall be held at the first meeting in (month).

(b) Nominations for office shall be made from the floor at the regular (month) meeting of the Local.

(c) The order of nominations shall be President, Vice President, Financial Secretary, Treasurer, Recording Secretary, Executive Board members at large, Trustees and Sergeant-at-Arms.

(d) Only members in good standing shall be eligible for office.

(e) No member may be a candidate for more than one office.

(f) Nominees shall be informed by the Recording Secretary, by registered mail, not later than _____ days following the meeting at which nominations were made, of the office for which they have been nominated, and asked whether they accept or decline the nomination. If the nominee does not answer within _____ days after he was notified, he shall not be considered a candidate.

(g) Not less than _____ days after the meeting at which nominations were made, the Recording Secretary shall notify the membership of the names of all candidates, the offices for which they have been nominated, excluding those who have declined or who have failed to answer as provided in Section (f) above, the date of the election, and the time and place that the polls will be open.

(h) At the regular meeting of the Local in (month), an Election Committee of _____ members shall be elected from the floor. No candidate shall be a member of the Election Committee. The Recording Secretary shall call the first meeting of the Election Committee within _____ days after the said meeting of the Local. At its first meeting, the Election Committee shall elect a Chairman and Secretary by a majority vote of the Committee members present. _____ members of the Committee shall constitute a quorum.

(i) The Election Committee shall conduct and supervise the Local election; determine, in accordance with the Constitution, the eligibility of the nominees and of members voting; decide upon the place or places and the time when voting shall be held; prepare and distribute sample and regular ballots; count the ballots cast, immediately after the polling place has been closed; certify the number of votes cast for each candidate; tabulate the number of blank and mutilated ballots. All ballots shall be kept under seal for not less than 30 days following the election. The names of the candidates for office shall appear on the ballot in the alphabetical order of their last names. All expenditures incurred by the committee shall be subject to the approval of the Executive Board.

(j) Only members in good standing shall be allowed to vote in elections.

(k) The Chairman of the Election Committee shall present at the regular Local meeting in (month) a written report of the results of the election. The report shall state the total number of ballots cast, the number of void, blank and mutilated ballots, and the number of votes cast for each candidate for the respective office and any other pertinent facts relating to the election. The membership shall act on the report.

(l) The terms of the old officers shall expire (month and day), at which time their successors shall take office. All books, records, moneys and all other properties of the Local shall be delivered to the newly elected officers when they take over.

VACANCIES

Section 15...Vacancies in offices shall be filled by nomination and election at the next regular meeting of the Local, after the vacancy occurs.

MEMBERSHIP AND SPECIAL MEETINGS

Section 16...(a) Membership meetings of the Local union shall be held on the (day and week) of each month to conduct all regular business.

(b) _____ members shall constitute a quorum.

(c) Special meetings may be called by the Executive Board of the Local or on petition of () or more members for the transaction of any special or regular business. The notice shall state the business to be transacted at the meeting.

(d) Notice of special meetings shall be given to the membership by the Recording Secretary at least 24 hours prior to the special meeting.

DUES, INITIATIONS AND REINSTATEMENTS

Section 17...(a) Dues shall be (at least \$1.00) per month of which 35¢ shall be forwarded to the National Office as per capita. Dues shall be payable on the first of each month. (If a check-off system under the contract is in operation dues are payable in accordance with the contract.)

(b) Initiation fees shall be (at least \$2.00), of which \$1.00 shall be forwarded to the National Office. Initiation fees for returning war veterans may be waived subject to the International Constitution and the action of the General Executive Board.

(c) Members who are employed not more than (number) days in any one calendar month shall pay unemployment dues of (at least 5¢) for that calendar month, of which 5¢ shall be forwarded to the National Office. Such members shall receive unemployment stamps.

(d) Any member who shall fail to pay his current month's dues shall not be in good standing and shall be notified of such delinquency by the Financial Secretary. If such delinquent fails to place himself in good standing within 30 days after such notice, he shall be suspended.

If maintenance of membership clause conflicts with this provision, the maintenance of membership clause shall control.

(e) Any member suspended for nonpayment of dues may be reinstated by paying his back dues in addition to the current month's dues, and a reinstatement fee of (not less than \$2.00) of which (50% but not more than \$2.00) shall be forwarded to the National Office.

(f) A transfer shall be issued to any member in good standing who leaves employment under the jurisdiction of this Local and seeks employment under the jurisdiction of a sister Local of the UER & MW. Such member shall pay all his financial obligations to the Local before he receives such transfer.

(g) A withdrawal card shall be issued to a member who is no longer working within the jurisdiction of the UER & MW, provided such member is in good standing at the time.

DUTIES AND PRIVILEGES OF MEMBERSHIP

Section 18...Every member on initiation shall pledge himself to support Local _____ UER & MW and the International Union and to assist in organizing the unorganized and shall declare his solidarity with brothers and sisters, regardless of race, creed, sex, color, nationality, political belief or affiliation, and to support the constitutions of the United Electrical, Radio & Machine Workers of America, the District Council and the Local.

OFFENSES

Section 19...The Local shall have the right to discipline by fine or suspension, or both, or by expulsion, any member of the Local who may be found guilty, after a hearing, as hereinafter provided, of violating the Constitution and By-Laws, or general good and welfare, of the Local, the District Council, or the International Union.

TRIALS AND APPEALS

Section 20...(a) If a member of the Local commits an offense against the Constitution and By-Laws, or the general good and welfare of the Local, District Council, or International Union, he shall be given an impartial trial by the Local. The offense for which he is charged shall be presented in writing to the Local by the member making the charges, who at the time must be a member in good standing in the United Electrical, Radio & Machine Workers of America. The Local Recording Secretary shall send by registered mail a copy of such charges to the accused member at his last address appearing in the records of the Local.

(b) A Trial Committee of _____ members shall be elected by the members present at the next membership meeting of the Local following the submission of charges. The Trial Committee shall record the testimony and make recommendations as to the disposition of the case to the next regular membership meeting of the Local which shall then vote on the recommendations.

(c) Either the plaintiff or defendant shall have the right to appeal to the District Council and then to the General Executive Board of the United Electrical, Radio & Machine Workers of America, and from that body to the ensuing National Convention. The respective decisions of the Local, the District Council and the General Executive Board shall be final, until otherwise decided by the higher body.

STRIKE PROCEDURE

Section 21...No strike shall be called by the Local without the General President or the representative of the General President, a General Vice President, or Organizer of the International Union, or General Secretary-Treasurer having made an effort to adjust the dispute. It shall be the duty of the Local President or any other officer acting in that capacity to notify immediately the General President if a strike is proposed or pending.

AMENDMENTS

Section 22...(a) Any member in good standing of the Local may, with the written endorsement of _____ members in good standing of the Local, submit proposed amendments to this Constitution, which amendments shall be submitted in writing to the Executive Board.

(b) The member submitting the amendment must state the article and Section of the Constitution sought to be amended.

(c) The Executive Board shall report the proposed amendment to the regular Local meeting within 30 days after the proposed amendment has been received. The Executive Board shall make its recommendations on the proposed amendment to the membership. At least (about 7) days prior to the meeting on the voting of the proposed amendment the Recording Secretary shall send to the Membership copies of the proposed amendment. The proposed amendment shall become part of this Constitution by a two-thirds vote in favor of the proposed amendment of the members present at the meeting, provided such amendment does not conflict with the Constitutions of the District Council or the International Union.

Where the Local wishes to make provisions for the duties of a business agent, the following clause is suggested with such modifications as may be necessary in the light of the needs and wishes of Local Union:

DUTIES OF BUSINESS AGENT

Section

(a) His duties shall be outlined from time to time by the Executive Board to whose orders he shall be subject.

(b) He shall be responsible for the organizing of the unorganized within the jurisdiction of the Local, and shall do everything necessary to increase the membership of the Local.

(c) He shall be in charge and act as Manager of the Local Union office and its office staff.

(b) A Trial Committee of _____ members shall be elected by the members present at the next membership meeting of the Local following the submission of charges. The Trial Committee shall record the testimony and make recommendations as to the disposition of the case to the next regular membership meeting of the Local which shall then vote on the recommendations.

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DUTIES OF BUSINESS AGENT

Section

(a) His duties shall be outlined from time to time by the Executive Board to whose orders he shall be subject.

(b) He shall be responsible for the organizing of the unorganized within the jurisdiction of the Local, and shall do everything necessary to increase the membership of the Local.

(c) He shall be in charge and act as Manager of the Local Union office and its office staff.

(d) He shall receive copies of all grievances taken up by stewards and keep a complete record of such grievances.

(e) He shall prepare grievances that have not been settled by the stewards and present such grievances to the Executive Board (or to the Grievance Committee and other appropriate body of the Local) for further disposition.

(f) He shall be responsible for the correspondence and business of the Local and keep a record of same.

(g) He shall make appropriate reports of his activities at meetings of the Executive Board and of the membership.

(h) He may make recommendation to the Executive Board and the membership for the good of the Local.

(i) He shall be a member of the Local Executive Board.

(j) He shall perform such other duties with the approval of the Executive Board as may be necessary for the proper and effective administration of the affairs of the Local.

(k) His term of office shall be for one (1) year.

STEWARDS COUNCIL

No provision has been made in the sample local constitution for the activities and functioning of a stewards council or other similar bodies within the local union.

The structure of the local union's steward machinery will, of course, determine the nature of the constitutional provisions required. Generally speaking, however, the Stewards Council is composed of the stewards in the shop. In many large local unions the representative authority of the local is vested in the Stewards Council and the local Executive Board usually makes recommendations to the Stewards Council for action by the Council. In such cases, the Executive Board will usually act in an emergency between regular sessions of the Stewards Council, but their actions are subject to the approval of the Stewards Council. It might be well briefly to discuss the structure of the steward system so that appropriate constitutional provisions may be considered by local unions for the proper functioning of the steward system.

Department (section, division) Stewards and Assistant Stewards are elected at meetings of the union members in each department.

The number of such stewards elected will vary according to the size of the department. In small departments, one Department Steward and one Assistant Steward are enough to adjust all departmental grievances and attend to the general interests of their constituents in the department.

In those plants where departments are large, however, additional Assistant Stewards will be needed and should be elected. Each Assistant Steward should be responsible for service to a definite number of union members in the department. One Assistant Steward to each 25 to 50 members is about right. A good rule to follow is that there should be one Steward or Assistant Steward for each foreman.

In many large plants, the plant is set up by the company on the basis of sections, departments, floors, divisions, and plant. In such a case, the shop steward system should be set up to correspond as closely as possible to the way the company has set up the plant.

The general rule here is that different companies organize their part of the work in different ways, and the best plan for the union is to organize its shop steward set-up to correspond to the plant set-up.

The above is how the Stewards and Assistant Stewards (section, division, etc., stewards) are chosen. These Stewards are themselves formed into Stewards Council.

The Stewards Council in large plants consists of the Department (section, division) Stewards only. In smaller plants it may consist of the Department Stewards plus the Assistant Stewards.

At the first meeting of the Stewards Council, a Chief Steward for the entire plant is elected from among the Council.

This Chief Steward presides over all meetings of the Stewards Council and all meetings of the Grievance Board.

The Stewards Council also elects from among its own members a plant Grievance Board, consisting of from three to seven members of the Council, depending on the size of the plant.

The President of the Local Union and the Chief Steward should be among the number.

The election of Chief Steward and the election of members of the Grievance Board should receive the approval of the Local membership.

The terms of office for Department (section, division) Stewards, Assistant Stewards, Chief Steward, members of the Grievance Board should be six months or one year.

Any Department (section, division) Steward or any Assistant Steward may be removed and replaced at any Department meeting by majority vote of his or her constituents, that is by majority vote of the union members in the group the given Steward represents.

Model Bylaws of a Local
of the
Hotel and Restaurant Employees'
International Alliance and Bartenders'
International League of America

Affiliated with the American Federation of Labor

PREMISE

To establish and maintain an equitable scale of wages, to defend our rights and advance our interests as a craft, to create an authority whose seal shall constitute a certificate of character, intelligence and skill, to encourage the principle and practice of conciliation and arbitration in the settlement of difference between employer and employees, to exert all honorable efforts for the attainment of better conditions of labor, and to inculcate lessons of justice and good-will among men, the undersigned do enact, declare and establish the following Bylaws for their government:

ARTICLE I

Title and Object

Sec. 1. This organization shall be known and designated as _____ Union Local No. _____ of _____ affiliated with the Hotel and Restaurant Employees' International Alliance and Bartenders' International League of America and American Federation of Labor.

Sec. 2. The object of this local shall be a fair rate of wages, reasonable hours of labor, recognition of just claims of employers, and the objects which are set forth in the preamble, all acts in conformity therewith shall be in accordance with the Hotel and Restaurant Employees' International Alliance and Bartenders' International League of America.

ARTICLE II

Membership

Sec. 1. Membership in this local shall consist of _____ whose reputation for sobriety and integrity is unquestioned and of sound health and mind and qualified.

Sec. 2. All applications for membership must be filled out properly and signed by applicant and members recommending same, and must be accompanied by one-half of the initiation fee, the other one-half must be paid when initiated; in case application is rejected, the fee advanced is to be returned to applicant. All applications must be referred to an Investigation Committee who must report at the next regular meeting of Local, after hearing the report a ballot shall be taken.

Sec. 3. Any applicant having been duly notified of his election, and failing to appear for initiation for thirty days thereafter, such election shall be null and void, and all moneys that accompanied the application shall be declared forfeited to the treasury of the Local.

Sec. 4. Any member becoming a proprietor may retain his membership in the Local as a passive member, without voice or vote, but may not attend meetings of the Union.

ARTICLE III
Meetings

Sec. 1. The regular meetings of the Local shall be held at such time and place as the Local may by a two-thirds majority vote decide.

Sec. 2. Special meetings may be called upon the written request of ten members in good standing, or by a vote of the Union. In either case all the members shall be notified of such meeting by the Recording Secretary. No business shall be transacted other than that for which the meeting may have been called.

Sec. 3. Seven members, including one qualified to preside, shall constitute a quorum for the transaction of all business, but no appropriation of money shall be made unless by a two-thirds vote of said quorum.

Sec. 4. At no time can an appropriation of money be made unless it be by a two-thirds vote.

Sec. 5. No appropriation of money shall be made to exceed one-fourth ($\frac{1}{4}$) of the amount in the treasury.

Sec. 6. Members shall attend all meetings when possible and take an active interest in the welfare of the Union, but are required to attend at least once each month under penalty.

Sec. 7. Entertainment and open meetings for the promotion of social intercourse among the members may be held at the option of a majority of the members present.

ARTICLE IV
Officers

Sec. 1. The officers of this Local shall consist of President, Vice-President, Recording-Corresponding Secretary, Financial Secretary-Business Agent, Treasurer, Chaplain, Three Trustees, Inspector, Inside Guard and Outside Guard who shall be elected annually, except the Chaplain, who shall be the retiring President. In event of the retiring President being unable to serve, the President shall appoint a member to fill the office. The first six named officers and the three Trustees shall constitute the Executive Board.

Sec. 2. No member shall be entitled to hold an office unless he is in good standing and has been a member for six months.

ARTICLE V
Nomination and Election

Sec. 1. The officers shall be nominated the _____, the election to take place the following regular meeting _____ day.

Sec. 2. The election shall be by Australian ballot, the polls to be open from _____ . The candidates receiving the highest number of votes shall be declared elected, and shall hold office for one year, or until his successor has qualified.

Sec. 3. Officers shall be installed the first regular meeting in _____ .

Sec. 4. Three tellers shall be appointed by the President, to take charge of the election. No candidate for office shall be appointed as a teller.

Sec. 5. Any member being elected to office and failing to be installed within 30 days, his office shall be declared vacant.

Sec. 6. In the event of a vacancy in the office of President, Financial Secretary, Business Agent or Treasurer, through any cause whatsoever, the nomination and election to fill same can be held only at a summons meeting, to serve until the next regular election of officers.

Sec. 7. Any officer being absent three consecutive meetings, without a good excuse, his office shall be declared vacant and the Local elect another for the unexpired term.

ARTICLE VI
Duties of Officers
President

Sec. 1. The duty of the President shall be to preside at all meetings of this Local, inflict fines for infraction of rules or want of decorum, sign all drafts for payment of moneys, appoint all committees (unless otherwise ordained) see that justice is done to all parties, and that the laws of this Local are strictly and impartially complied with; and perform such other duties as may be required of him.

Vice-President

Sec. 2. He shall aid and assist the President in the discharge of his duties and preserving order and decorum of the Local. He shall preside over all meetings in the absence of the President, and for the time being be invested with the same power as though he was President, visit sick members at least once a week, and perform such other duties as may be consistent with his office.

Recording-Corresponding Secretary

Sec. 3. Call the roll and record the members' names and their vote when the yeas and nays are being ordered.

Keep a correct record of **nominations and election of officers.**

Keep a record of the officers of the Local every term.

Take a true and faithful record of the proceedings of the Local meetings, and transcribe them in the minute book provided by the Local for that purpose.

If, at any time, he is unable to attend the Local meeting, he shall send the minutes of the previous meeting of the Local, with the reason of his absence, in time to be read in their proper place in the Local's business of the day. And he shall perform such duties as the Local may require.

Financial Secretary-Business Agent

Sec. 4. He shall notify all members when their indebtedness to the Local at the next meeting will amount to sufficient sum in dues or fines to require their suspension.

Keep an index list of the members, with their residences, notifying the Recording Secretary in the event of a change of residence of a member.

Prepare a list of all members to be suspended and shall control the tickets of all entertainments.

It shall be the duty of the Business Agent to collect all dues, fines and fees, do his utmost to enlarge membership of the organization and to settle all difficulties between employers and employees to the best of his ability and to the best interests of the Local, procure all extra work possible for members out of employment, the same to be taken from the extra list prepared by him, the selection to be made in regular rotation, providing the members report during office hours. He shall perform such other duties as the Local may determine. He shall at all times be under not less than five hundred (\$500.00) dollars bond, in accordance with Section 54 of the International Constitution (Premium on said bond to be paid for by the Local). His wages shall be _____.

Treasurer

Sec. 5. The Treasurer shall receive all moneys from the Financial Secretary and give his receipt for same and pay all bills duly authorized, and shall act as Treasurer of all committees on entertainments and shall control the moneys thereof; he shall make a report at the next meeting of all moneys of such entertainment on hand and have same entered as receipts of the meeting. The Treasurer shall be required to deposit all moneys in a bank in the name of the Local Union. He shall furnish a bond (at the expense of Local), for \$500.00 in accordance with Section 54 of the International Constitution.

Trustees

Sec. 6. The Trustees shall have general supervision over the funds and properties of the Local and in conjunction with the Financial Secretary and Treasurer, shall attend to and see that the funds of the Local are deposited in such banks as the Local may determine; it shall also be incumbent upon them, from time to time, to see that the bonds are executed according to law, as provided in Section 54 of our International Constitution. They shall perform such other duties as the Local may determine.

They shall audit the books of the Financial Secretary-Business Agent and Treasurer quarterly and file copy of same with the General Secretary-Treasurer.

Chaplain

Sec. 7. The Chaplain shall administer the oath and initiate all candidates, shall open and close all meetings with prayer and must officiate at all funerals of deceased members as provided for in the ritual of our International.

Inspector

Sec. 8. The Inspector shall satisfy himself all members present at opening of Local are entitled to remain.

He shall have charge and direction of initiation and shall perform such other duties as may be required of him by the ritual or laws of the Local, or by the President.

Inside Guard

Sec. 9. The Inner Guard shall be stationed at the portal of the inner door. His duties shall be to receive the password of the brother desiring admission, and the name and number of his Local (if a visitor), upon receiving which he shall announce the same to the Vice-President, and upon receiving authority from him shall admit the brother to the room.

Outside Guard

Sec. 10. The Outside Guard shall have charge of the outer door during the deliberation of the body and admit all members upon presentation of their membership book, providing same is not over two months in arrears, and report all visitors to the Inspector.

Executive Board

Sec. 11. The Executive Board shall have full power to deal with all matters affecting the Local and all matters shall first be referred to them. They shall have full charge of the headquarters and shall see that the rules governing the same are strictly enforced. They shall allow no expenditures of funds of the Local other than its current expenses, excepting where, in their judgment, the interests of the organization demands; they shall then report to the Local the reason for so doing.

ARTICLE VII

Grievance Committee

Sec. 1. The Grievance Committee shall consist of five members appointed by the President.

They shall choose their own chairman and proceed in accordance with Section 148 of the I. U. Constitution.

Auditing Committee

Sec. 2. The Auditing Committee shall consist of the Board of Trustees. They shall fully and thoroughly examine and audit the accounts of the Local at the expiration of each quarter or oftener if necessary. They shall verify each and every statement, account and balance sheets made by the Financial Secretary, Business Agent and Treasurer, and certify to the correctness thereof, which the Chairman of said Auditing Committee shall read at the first meeting following the quarterly meeting. It shall be part of their duty to ascertain from the new applications or roll of membership that proper amounts have been paid for initiation fees. To ascertain that the Financial Secretary has balanced and closed his accounts of finances; that vouchers and receipts are produced for all payments made.

Sec. 3. For the purpose of enabling said committee to fully perform their duties, all officers or members of the Local having under their control, or in their possession, any books, papers, documents and moneys and other effects relative to the accounts and finances of said Local shall attend and produce the same before said committee at the time or times named by it. Any member refusing to comply herewith shall be fined, suspended or expelled, as the Local may determine.

Investigating Committee

Sec. 4. Investigating Committee shall consist of three members appointed by the President, whose duties it shall be to investigate all applications for membership.

Sick Committee

Sec. 5. The President shall have full power over and appoint a Visiting Committee, whose duty it shall be to visit the sick members and report to the Local.

ARTICLE VIII Suspension

Sec. 1. Any member may be suspended for the willful infraction of any article in the Constitution, or Bylaws, or for acts or conduct which may be deemed disorderly or injurious to the interest or hostile to the organization.

Sec. 2. If any member be guilty of fraud or any disgraceful or inebriating conduct, or following any evil, wicked or notorious practice contrary to law, or use any unlawful means in procuring a livelihood, and proof be made thereof, the Local shall have the power to fine, suspend or expel him. Any member being convicted of dishonest practice by a court of justice may be summoned before the Local and shall be liable to expulsion or such penalties as the Union may feel justified in inflicting; but no member shall be excluded before he has been summoned before the Grievance Committee.

Sec. 3. If a member is two months in arrears for his dues, he shall stand suspended. When any member is indebted to his Local in a sum equal to four months' dues, whether for assessments, or fines, the Financial Secretary shall announce said fact in open meeting and notify him personally or by letter, addressed to his last known place of residence, according to the books of the Local, that unless the sum is paid at the next regular meeting he will be suspended and stricken from the rolls. If the delinquency, or sufficient thereof to reduce said indebtedness below four months' dues, be not paid at said meeting, the President shall declare the member stricken from the rolls.

Sec. 4. Members striking or causing a strike without the consent of the Local (or in emergency cases the Executive Board) shall be punished according to laws in Article 8, Section 1.

Sec. 5. Members changing their residence and neglecting to notify the Financial Secretary within thirty days shall be fined 25 cents.

ARTICLE IX
Initiation Fees and Dues

Sec. 1. The initiation fee shall be as fixed by the Local Union from time, by a two-thirds majority vote in accordance with Section 524 of the International Constitution.

Sec. 2. The minimum monthly dues shall be: male members, \$1.50 per month, female members, \$1.25 per month, payable in advance. Members failing to pay the amount of two months' dues shall be considered in arrears and shall not be allowed to work or have privileges the same as a good standing member.

Sec. 3. All fines, assessments or money due the Union shall be paid promptly, and if remaining unpaid for one month shall be charged as dues and collected by the Financial Secretary-Business Agent.

Sec. 4. A special assessment may be levied by a two-thirds vote at the first regular meeting after notice of same be given. In such case the Financial Secretary shall notify members by mail.

Sec. 5. Any member refusing to obey the order of the President to take his seat when twice ordered to do so, shall be fined not less than twenty-five (25¢) cents nor more than one (\$1.00) dollar.

Sec. 6. All moneys received from balls, entertainments, fines and assessments shall be placed in the hands of the Treasurer.

Sec. 7. Any member owing two months' dues, and appears before the Local, claiming that he is out of work, or for other good reasons that would prevent him from paying his dues and stating that he wishes to remain a member in good standing; the Local may, by three-fourths vote, pay the member's dues for one month. This may be repeated for three months. All such money is to be repaid when the member goes to work.

ARTICLE X
Member Not Able to Work

Sec. 1. Any member taken sick, or being otherwise unable to perform his duties, and thereby being compelled to lay off, must notify the Financial Secretary in writing at once. He must also endeavor to put a brother member of this Union to work in his place.

Sec. 2. All members of this Union are expected to give brother members the preference, and when laying off he must request of his employer the privilege of getting a member of this Union to work for him.

ARTICLE XI
Withdrawal Cards

Sec. 1. Any member may take out a withdrawal card upon the payment of all back dues and demands standing against him. No withdrawal card shall be issued to a member who intends to continue to follow any of the allied crafts. Subject to Section 66 of International Constitution.

Sec. 2. Members reinstated by withdrawal card shall pay a reinstatement fee of \$2.50 in addition to current month dues.

ARTICLE XII Traveling Cards

Sec. 1. A traveling card may be granted to a member upon the payment in advance of all dues and demands standing against him. It shall not be issued for a period of more than sixty days, and may be renewed, providing the member is not working within the jurisdiction of any Local affiliated with the International Union.

ARTICLE XIII

Sec. 1. The Union or its members shall not use the name of the Union in connection with any ball, picnic or entertainment in which the Union is not solely interested.

Sec. 2. Delegates shall be appointed at the first regular meeting of each year, whose duty it shall be to represent the Union at all meetings of the Central Labor Union.

Sec. 3. Delegates to the Local Joint Executive Board shall be elected.

Sec. 4. Delegates to the Central Labor Union shall be required to take note of all business transacted, especially matters of interest to the welfare of the Union and Organized Labor. They shall report same to the Union on the following meeting night as well as all meetings of the Local Joint Executive Board.

ARTICLE XIV Violation of Scale

Sec. 1. Any member working for less than the scale of wages adopted by the Union, whether it be for extra or steady employment, when proven guilty, shall be fined, suspended or expelled. Ignorance of this law shall be no excuse, and members must ascertain the wages to be paid before accepting positions.

ARTICLE XV

Sec. 1. A member who shall fail to perform his duties on any committee on which he may have been appointed shall be fined fifty (50) cents. Sickness of himself, or a member of his family, or absence from the city or on account of work, are the only excuses for such failure which can be received.

Sec. 2. Any member of the Union who shall willfully defraud a brother member out of money or valuables of any kind, or who shall defraud his proprietor out of money, shall be deemed guilty of conduct unbecoming a union man, and upon conviction thereof shall be fined, suspended or expelled, unless satisfaction be given to complainant.

ARTICLE XVI

Sec. 1. Any member of the Union who shall knowingly and willfully appropriate to his own use, or to the use of any other person, contrary to the rules and regulations of the Union, any money received for dues, tickets or any other purpose, shall be fined, suspended or expelled by the Union.

Sec. 2. All members of this organization are requested to patronize union institutions and purchase only union label goods. Any member who knowingly patronizes an institution which has been placed on the Unfair List shall be fined, suspended or expelled unless a good excuse can be given.

ARTICLE XVII

Sec. 1. No political or religious argument will be tolerated in the meeting room.

Sec. 2. Members of the Union shall report to the Business Agent any vacancy that he may know or hear of and use all influence in his power to secure same for a brother member in good standing.

Sec. 3. Any member violating this rule shall be subject to a fine or suspension, during which time he shall not be entitled to benefits.

Sec. 4. The strictest secrecy must be observed among members as to business transacted at meetings, and in no case shall same be discussed outside of the meetings.

Sec. 5. Any member found guilty of violating this rule shall be fined, suspended or expelled.

Sec. 6. Should a member be accused of any disreputable act that might have a tendency to bring disgrace on the Union or a brother member, he shall be summoned by the Secretary, under seal of the Union, to appear before the Union for investigation.

Sec. 7. Members out of employment shall report at headquarters to see if there are any vacancies to be filled and not congregate or loaf in places where brother members are employed.

Sec. 8. No member shall expose his membership book unless all employees with whom they are working are members of the Union.

ARTICLE XVIII

These Bylaws may be suspended, repealed, amended, added to, taken from or altered only upon a written request signed by five members in good standing, which request shall be read by the R. S. in open meeting of the Local not less than two meetings before said request shall be acted upon, when, if not less than two-thirds vote in favor thereof, it shall become a law, subject to approval of the General President.

The rules of order or order of business may be amended, altered or rescinded by a two-thirds vote of members present at a regular meeting, providing one week's notice be given of such proposal.

ARTICLE XIX
Order of Business

1. Opening of Local.
2. Roll call of Officers and reading of minutes.
3. Sick and Distress--Sick Committee.
4. Communications.
5. Report of Committee on Candidates.
6. Proposition for membership.
7. Balloting on Candidates.
8. Initiation of Candidates.
9. Report of Business Agent.
10. Report of Standing Committees.
11. Report of Special Committees.
12. Report of Board of Trustees.
13. Report of Executive Board.
14. Unfinished business.
15. New business.
16. Election and Installation of Officers.
17. Good and Welfare.
18. Report of Finance Committee.
19. Closing of Local.

**INTERNATIONAL DEATH BURIAL
BENEFIT**

Sec. 141. The International Union shall pay upon the death of a member who has been in continuous good standing for a period of twelve calendar months immediately preceding his or her death, the sum of one hundred and twenty-five dollars (\$125.00) and to a member who has been in continuous good standing for twenty-four calendar months immediately preceding his or her death the sum of one hundred and fifty (\$150.00) dollars, said sum to be paid to the Local Union that the deceased was a member of, and said Local Union in turn, shall pay the aforesaid amounts to such persons as the deceased may have designated during his or her lifetime. The aforesaid amounts shall be defrayed for burial expenses. Provided, however, that no member of the International Union shall be designated as such beneficiary, unless he or she be a relative of the deceased, and that no payment shall be made until proof of death has been submitted under seal of the Local to which the deceased belonged. And further provided that no claim shall be allowed unless all provisions of the death burial benefit laws have been complied with.

Sec. 145. No death burial benefit claim shall be allowed unless the deceased was possessed of a current month properly cancelled stamp attached to membership card or book at time of death; nor shall a death burial claim be allowed, if at the time of death, the union of which deceased was a member was in arrears for per capita tax to the International Union.

RULES OF ORDER

1. On motion the regular order of business may be suspended by a two-thirds vote of the meeting at any time, to dispose of any urgent business.

2. All resolutions and resignations shall be submitted in writing if so requested by the Secretary.

3. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed a violation of order.

4. Discussion upon any subject affecting the interest of the toiling masses shall be in order.

5. All questions of a parliamentary nature not provided for in these Rules shall be decided by Roberts' Manual.

6. A motion to be entertained by the Presiding Officer must be seconded; and the mover as well as seconder must rise and be recognized by the Chair; it shall be reduced to writing at the request of the Secretary.

7. In presenting a motion, a brief statement of its objects may be made, but no discussion of its merits shall be admitted until the question is stated by the Chair.

8. Any member having made a motion can withdraw it by consent of his second; but a motion once decided cannot be withdrawn except by unanimous consent.

9. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

10. Any member may call for a division of a question, when the sense will admit thereof.

11. A motion shall not be subject to debate until it has been stated by the Chair.

12. When a member wishes the floor he shall rise and respectfully address the Chair, and if recognized by the Chair, he shall be entitled to the floor.

13. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

14. Each member, when speaking, shall confine himself to the question under debate and avoid all personal and indecorous language.

15. No member shall interrupt another while speaking, except to a point of order, and he shall definitely state the point, and the Chair shall decide the same without debate.

16. If a member while speaking be called to order, he shall take his seat until the point of order is decided, when, if decided in order, he may proceed.

17. If any member shall feel himself personally aggrieved by a decision of the Chair, he may appeal to the Union from the decision.

18. When an appeal is made from the decision of the Chair, the Vice-President shall act as chairman; said appeal shall be stated by the Chairman to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Union?" The member will then have the right to state the grounds of his appeal, and the Chair will give the reason for his decision, thereupon the Union will proceed to vote on the appeal without further debate, and it shall require a majority vote.

19. No member shall speak more than once on the same subject until all members, desiring the floor shall have spoken, and not more than twice without consent.

20. The Presiding Officer shall not speak on any subject unless he retires from the chair, except on points of order, and in case of a tie he shall have the casting vote.

21. When a question is before the meeting no motion shall be in order except:

1. To adjourn.
2. To lay on the table.
3. For the previous question.
4. To postpone to a given time.
5. To refer or recommit.
6. To amend.

And these several motions shall have precedence in the order hereinarranged.

22. The following motions are not debatable:

1. To adjourn.
2. To lay on the table.
3. To read a document or paper.

23. When the previous question is moved and seconded, it shall be put in this form: "Shall the main question now be put?" If this is carried, all further motions, amendments and debate shall be excluded, and the question put without delay.

24. If a motion has been amended, the question on the amendment has been offered, the question shall then be put as follows:

1. Amendment to the Amendment.
2. Amendment.
3. Original motion.

25. When a question is postponed indefinitely it shall not come up again except by unanimous consent.

26. A motion to adjourn shall always be in order, except:

1. When a motion is before the house.
2. When a member has the floor.
3. When the members are voting.
4. When it has been decided to take up the previous question.

27. Before putting a question to vote, the Presiding Officer shall ask: "Is the Union ready for the question?" Then it shall be in order for debate. If no member rises to speak, the Presiding Officer shall then put the question, and after the vote is taken he shall immediately announce the result.

28. When the Presiding Officer has commenced taking a vote, no further debate or remarks shall be allowed, unless a mistake has been made, in which case the mistake shall be rectified and the Presiding Officer shall recommence taking the vote.

29. Before the Presiding Officer declares the vote on a question any member may ask for a division of the house; then the Chair is in duty bound to comply with the request, and a standing vote shall be taken and the Secretary shall count the same.

30. Every member present shall vote on all questions before the Union unless personally interested or excused by the Union.

31. When a question has been decided it can be reconsidered only at the same meeting or on the next regular meeting.

32. A motion to reconsider must be made and seconded by two members who voted with the majority, and must receive two-thirds vote of the members present to carry reconsideration.

33. A member being ordered to take his seat three times by the Chair, without hooding, shall be debarred from participating in any further business at that session.

34. All questions, unless otherwise provided, shall be decided as a majority vote may direct.

Wherever male gender has been used in these Bylaws it shall apply also to the female gender.

Constitution and By-Laws
of a local affiliate of
Telephone Workers Industrial Union

PREAMBLE

For the purpose of organizing workers into a Union for their mutual benefit, advancement, protection, economic security and general welfare; and of providing a medium through which they may best secure the benefits guaranteed to them by law, particularly the right to bargain collectively through representatives of their own free choice, with their employers regarding rates of pay, wages, hours of employment, and other conditions of employment, we hereby adopt the following constitution:

ARTICLE I
Name

The name of this Union shall be Telephone Workers Industrial Union.

ARTICLE II
Purposes and Principles

1. The underlying principle of the American labor movement, of which this Union is a part, is that the worker is entitled to a fair share of the fruits of his labor. This Union shall work towards the advancement and general acceptance of this principle.
2. The exercise by the employees of industry of their right of collective bargaining is necessary in order that the worker may obtain a fair share of the fruits of his labor, and the best working conditions.
3. For the purpose of accomplishing its legitimate objectives when those objectives cannot otherwise be attained, this Union recognizes the propriety of a strike when authorized by the membership.
4. This Union believes in the desirability and necessity of cooperation and concerted action among all workers toward a common objective. It further subscribes to the view that this union should be closely controlled by its own members.

ARTICLE III
Membership

Section 1. Eligibility. All workers in the area defined in the By-Laws shall be eligible for membership in the Union, provided he or she does not have the authority to hire, promote, discharge, discipline or otherwise effect changes in the status of employees or effectively recommend such action.

Section 2. Application for Membership. Application for membership shall be made on a form provided by the Union and shall be presented to the officers of the local in which membership is applicable. This form shall provide that the applicant, by filing the application for membership, pledges himself to be bound by this Constitution, the By-Laws and all rules and regulations promulgated by the Union. Applications shall be subject to a majority approval by the local officers and/or by the local membership.

Section 3. Membership. Upon acceptance to membership, all members shall be equally entitled to the benefits of this Union and a voice in its affairs as provided in this Constitution. Any member who for any reason ceases to be employed may retain all the rights of membership until the Union sees fit to terminate such membership for cause, subject to the provisions of Article X of the By-Laws.

Section 4. Termination of Membership. Membership shall be terminated automatically when a member is promoted to a position which the Executive Board deems supervisory in nature, as defined in Section I of this Article, or when a member is in arrears without good cause in the payment of dues, fines, and/or assessments for three months, subject to the decision of the Regional Board.

Section 5. Fines and Expulsion. A member may be fined or expelled, after receiving a hearing, as provided in the By-Laws, for conduct detrimental to the Union.

ARTICLE IV Structure

The structure of this Union shall be: Branch Locals, Locals, Local Boards, Regional Boards, Executive Board and the Executive Officers.

Section 1. Locals. The organization unit of this Union shall be the local and each local shall operate under a charter, and shall be designated by a name and number. There shall be four locals in each region. The total membership in any one local shall not be less than ten (10) except at the discretion of the Executive Board.

(a) Locals shall be composed of workers in the telephone industry who perform their work within the limits of a particular locality as determined by the Regional Board subject to the approval of the Executive Board.

Each local shall have the authority to establish within its own territory such branch locals as it may deem necessary to facilitate the business of the local. Such branch locals are integral parts of the local and not subordinate sub-divisions thereof.

Section 2. Local Boards. The Chairman, Vice Chairman, Secretary-Treasurer, and Business Agent of each local shall be members of the Local Board. Any one or more of the major departments which do not have a representative in one of these four offices shall elect a representative from their own number as a member of the Board.

Section 3. Regional Boards. Within each Region, the Chairman and Business Agents of each local shall constitute the Regional Board. Each Regional Board shall have a Chairman, Vice-Chairman and a Secretary-Treasurer.

Section 4. Executive Board. The Executive Board shall be the governing body of the Union, charged with the responsibility of coordinating and administering its affairs. Decisions and actions of the Board shall be final unless reversed by the membership as provided in Article VIII of this Constitution.

The Executive Board shall consist of the Business Agents of each Local, who shall be voting members the President, who shall act as Chairman and have a veto only in the case of a tie, and the Vice-President, and Executive Secretary-Treasurer, who shall be ex-officio members with no vote.

ARTICLE V
Executive Officers

The Executive Officers of the Union shall be the President, Vice-President and Secretary-Treasurer.

Section 1. Eligibility. Any member of the Union shall be eligible for the Office of President, Vice-President and Secretary-Treasurer, subject to the restrictions expressed in the By-Laws.

Section 2. Terms of Office. Each of the above-named officers shall be elected for a term of two (2) years or until their successors are elected and qualified.

ARTICLE VI
Voting

All voting shall be on a basis of one vote per representative on Local, Regional, and Executive Boards.

ARTICLE VII
Affiliation

This Union shall affiliate with a national union of telephone workers. The manner of any such affiliation with a national union of telephone workers shall be determined by the Executive Board as provided in the By-Laws.

ARTICLE VIII
Referendum and Recall

If ten percent (10%) of the members affected by any action which affects members in more than one local, or twenty percent (20%) of the members affected by any such action which affects members in only one local shall be dissatisfied with such action by any officer, officers, representative, representatives, and/or governing body and shall sign and file a petition for a referendum vote as provided in the By-Laws, such group shall be entitled to have a referendum vote taken of the members affected by the disputed issue, provided, however, the petition for a referendum vote shall be presented to an executive officer of the Union within thirty (30) days from the date on which the members have been advised of the action in question at a local meeting, by publication, by mail, and/or by notices placed on bulletin boards.

A majority vote of the members voting in such a referendum shall be sufficient to reverse the action on a disputed issue.

Any officer may be recalled at any scheduled or special meeting by a two-thirds majority vote of the body which elected such officer.

ARTICLE IX
Authority and Contract

The Executive Board shall have the exclusive authority to execute all contracts regarding wages, working conditions and other conditions of employment.

ARTICLE X
Right of Appeal

Right of appeal shall be granted to every member, committee or board in the manner provided in the By-Laws.

ARTICLE XI
Rules and By-Laws

The Executive Board shall have the power to enact and amend the By-Laws, not inconsistent with this constitution, to govern and administer the affairs of the Union.

Rules and regulations, not inconsistent with the constitution or By-Laws of this Union may be adopted by other bodies of the Union to govern their internal affairs. In all matters not covered herein or in the By-Laws, Roberts' Rules of Order Revised shall govern the proceedings of all bodies functioning under this constitution.

ARTICLE XII
Amendments

Proposed amendments to the constitution may originate in any local, Regional Board or the Executive Board. All proposed amendments shall be submitted to the Executive Board for approval. Upon approval, the proposal shall be submitted to the members for ratification and shall become effective when approved by a two-thirds majority of the votes cast.

ARTICLE XIII
Ratification

This constitution shall be considered in full force and effect when ten (10) persons eligible for membership in the union sign this constitution as charter members.

ARTICLE XIV
Adoption

We, the undersigned organizers of the Telephone Workers Industrial Union, hereby approve, ratify and adopt the foregoing as and for the Constitution of the Telephone Workers Industrial Union.

RICHARD R. JENKINS
JACK P. BIVEN
JAMES L. ELLIOTT
J. A. WITHERS
R. W. PATTON
EDWARD S. ROHRBACK
M. LAUPHERE
H. SWOBODA
H. J. ALLEN
JOSEPH L. DOMINY

DATED: NOVEMBER 6th, 1945

BY-LAWS
Telephone Workers Industrial Union
ARTICLE I
Organization

Section 1. Locals

- (a) A local shall be comprised of not less than ten (10) members.
- (b) Application for a charter in the form of a petition shall be made to the Regional Board, and upon endorsement by that body and approval of the Executive Board, a charter shall be granted.
- (c) The Executive Board shall have full power to consolidate and also to dissolve any local by majority approval. Any local or group may have the right of appeal of such action to the Judiciary Committee.
- (d) Branch locals may be formed when deemed necessary by the Local Board. Each branch local shall elect a chairman, vice-chairman and secretary.

Section 2. Local Boards.

The chairman, vice-chairman, secretary-treasurer and business agent of each local shall be members of the Local Board. Any one or more of the major departments which do not have a representative in one of these four offices shall elect a representative from their own members as a member of the Board.

Section 3. Regional Boards.

- (a) Each Regional Board shall be composed of the chairmen and business agents of each local within the Region.
- (b) The Regional Boards shall be the governing bodies within their respective Regions.
- (c) Regions shall be as follows: Washington-Idaho Region, Oregon Region, Northern California-Nevada Region and Southern California Region. Additional regions may be established by the Executive Board by a majority vote. Other territory may be allocated by the Executive Board to any of the existing regions. This Union will recognize the legitimate jurisdictional claims of other telephone unions with which this Union may affiliate.

Section 4. Executive Board.

The Executive Board shall consist of the business agents of each local, who shall be voting members, the President, who shall act as Chairman and have a vote only in the case of a tie, and the Vice-President and Executive Secretary-Treasurer, who shall be ex-officio members with no vote.

Section 5. Executive Officers.

The Executive Officers of the Union shall be the President, Vice-President and the Secretary-Treasurer.

ARTICLE II
Voting Power

Section 1. In voting on business which concerns the local, all members in good standing are entitled to a vote. In voting on business which concerns only a branch local, all members in the branch local in good standing are entitled to a vote.

All voting at meetings of Local, Regional, and Executive Boards shall be on the basis of one vote for each representative present.

ARTICLE III Elections

Section 1. Local Elections.

(a) All elections shall be by secret ballot and shall be decided by a majority vote of those voting. All nominations shall be made from the floor or conducted by committee or by mail, as each Local shall determine.

(b) Each local shall elect a Chairman, Vice-Chairman, Secretary-Treasurer and Business Agent.

Any one or more of the major departments which do not have a representative in one of these four offices shall elect a representative from their own number as a member of the board.

(c) Where nominations are made by mail, the Local Secretary-Treasurer shall include on the ballot all names of eligible candidates for whom a nominating petition with signatures of twenty-five (25) or more members in the local in good standing has been presented to the Local Board not less than ten (10) days prior to the date of the election.

(d) Each branch local shall elect from its own members a Chairman, Vice-Chairman and Secretary.

All local and branch local elections shall be completed prior to and officers shall assume office as of April 1.

Section 2. Regional Elections.

(a) The Regional officers, Chairman, Vice-Chairman, and Secretary-Treasurer shall be elected by membership vote from among the four Local Chairmen within each Region. Nominations for these offices shall be made by the Regional Board. There shall be two nominees for Chairman and two nominees for Secretary-Treasurer. The nominee for Chairman who receives the greater number of votes shall be declared elected as Chairman and the other nominee shall be declared elected as Vice-Chairman. The nominee for Secretary-Treasurer who receives the greater number of votes shall be declared elected as Secretary-Treasurer. However, the first election shall be by vote of the Regional Board, rather than by vote of the membership.

(b) All Regional elections shall be completed to and officers shall take office as of May 1.

Section 3. General Elections.

(a) The Executive officers of the Union shall be the President, Vice-President, and Secretary-Treasurer, and shall be elected by the membership of the Union through secret ballot.

Nominations for these respective offices may be made from the floor of the Executive Board meeting or by a nomination petition signed by fifty (50) or more members in good standing and directed to the Executive Board prior to the convening of that body.

All general elections shall be completed prior to and officers shall take office as of June 1.

(b) Any member of the Union shall be eligible for the office of President, Vice-President, and Secretary-Treasurer. Upon being elected they shall be ineligible to hold any other office in the Union, except that the President shall be Chairman of the Executive Board, and the Vice-President and Secretary-Treasurer shall be ex-officio members of the Executive Board.

(c) Notwithstanding the provisions of (a) and (b) of this Section, the first election shall be from among the members of the Executive Board by the members of the Executive Board. These officers shall be officers pro-ten, who shall hold office only until the provisions of (a) and (b) of this Section can be fulfilled or until ninety (90) days from the date of their election as pro-ten officers, whichever shall occur first.

Section 4. Run-off Elections.

If in any election no one candidate has received a majority vote, the candidates with the two highest totals shall be the nominees in a run-off election, except that if more than two candidates are tied for first place, all such candidates shall be included in the run-off election or if two or more candidates are tied for second place, all such candidates shall be included in the run-off election.

Section 5. Terms of Office.

The initial terms of office shall expire at the local level in March, 1947, at the Regional level in April, 1947, and at the General level in May, 1947. Thereafter, each elected officer of the Union shall be elected for a term of two (2) years or until a successor is elected and qualified.

Section 6. Eligibility for Election.

To be eligible for election, candidates must:

- (1) Be a citizen of the United States;
- (2) Have been a worker in the telephone industry for a least one (1) year;
- (3) Have been a member of the Union for a least six (6) months, except that this qualification for office shall be waived for the first year.

ARTICLE IV Vacancies

Section 1. In the event a vacancy occurs in the office of President, Regional Chairman, Local Chairman, or Branch Local Chairman, the Vice-President or Vice-Chairman shall assume that office. Vacancies occurring in any other office on the general level shall be filled on appointment by the President, on the Regional level by the Regional Chairman, and on the Local level by the Local Chairman, and on the Branch Local level by the Branch Local Chairman until the next regular or special meeting at which time said office shall be filled by an election.

ARTICLE V Meetings

Section 1. Local Meetings.

(a) Each local and branch local shall hold regular meetings at least monthly at such time, place and frequency as the members may decide by vote.

(b) Special meetings may be called by the Chairman or by the petition of ten (10) or more members. When a special meeting is thus called either the Chairman or Secretary shall cause a reasonable notice of the time, place and purpose of the meeting to be given.

(c) No business shall be conducted at a meeting of a local unless a quorum is present. Each local shall determine for itself, by vote of its members, the number necessary to constitute a quorum.

(d) No person other than a member of the Union, identified by a membership card, or by a local officer, shall be present during the actual business proceedings of local meetings, except by invitation and approval of a majority of the members present at the meeting.

Section 2. Regional Board.

Each Regional Board shall hold meetings at such time, place and frequency as business warrants.

Section 3. Executive Board.

The Executive Board shall meet as often as business warrants. Meetings shall be called by the President on his own motion or upon demand by eight or more voting members of the Executive Board.

ARTICLE VI Powers and Duties

Section 1. Local Boards.

Powers and duties of the Local Boards, in addition to any others defined herein or in the constitution, shall be:

To pass upon all applications for membership made in accordance with Article III, Section 2 of the Constitution;

To represent the Local on matters affecting the membership. However, if such matters affect the interpretation of any agreement or contract the conditions of the settlement must be submitted to the Regional Board for approval;

To pass on matters referred to it by the members for settlement or adjustment; or in its discretion to refer any such matter to the Regional Board. If dissatisfied with the action of the Regional Board the local Board may require that body to refer the matter to the Executive Board;

To prepare an appeal in writing to the Regional Board within five (5) days after failure in attempts to adjust any grievance;

To levy assessments authorized by a two-thirds majority vote of the membership of the Local;

To insure enforcement of bonding provisions as provided in these By-Laws; No Local Board shall agree to submit to arbitration or conciliation any matter involving a question arising under the general wages and working conditions contract without first procuring the consent of the Executive Board.

Section 2. Duties of Local Chairman.

The Local Chairman shall have the following responsibilities:

Enforce the Constitution and By-Laws;

Arrange for and preside at all meetings of the Local;

Have a deciding vote in case of a tie;

Sign all orders before payment by the Local Secretary-Treasurer;

Call special meetings as provided in Article V, Section 1 (b), of these By-Laws;

Appoint members of special or standing committees which may be created by vote of the Local unless the Local, in creating such committees, shall expressly limit the power of appointment.

Section 3. Duties of Local Vice-Chairman.

The Local Vice-Chairman shall assist the Local Chairman in the discharge of all official duties and shall fill that office in case of the Local Chairman's absence.

Section 4. Duties of Local Secretary-Treasurer.

The Local Secretary-Treasurer shall:

Keep correct minutes of each meeting and perform other duties as required by the By-Laws;

Keep a correct record of the full name, address and date of admission to membership of each member in the local;

Immediately after elections send a list of all new and re-elected local officers to the Regional Secretary-Treasurer;

Notify the Regional Secretary-Treasurer of all changes, transfers or any other membership information required by that office;

Notify the Regional Secretary-Treasurer of any changes affecting the dues payment of members;

Receive funds reverting to the local from the Regional Secretary-Treasurer;

Disburse all monies authorized by the Local and/or the Local Chairman;

Make itemized statements to the Local at each regular meeting of all monies received and disbursed and submit the books to the Local Committee for inspection at any time;

Furnish the Regional Secretary-Treasurer as of the first of each month, a statement reflecting the balance in the Local Treasury;

Be bonded in sufficient amounts to protect the Union for all funds handled by him as provided in Article VII, Section 5 of these By-Laws;

Collect all special assessments levied by the Local or by the Executive Board;

Collect and remit all other monies due the Union as instructed by the Regional Secretary-Treasurer. Turn over all books and records to the Regional Board upon its demand.

Section 5. Duties of the Business Agent.

The Business Agent shall:

Be spokesman for the Local Board in handling grievances referred to the Board;

Handle grievances referred to him between meetings of the Local Board;

Attend meetings of the local and all branch locals and coordinate the conduct of business which affects more than one branch local.

Section 6. Duties of the Branch Local Officers.

The branch local officers shall:

Conduct the business of the branch locals in accordance with the rules laid down for the conduct of the business of the local and in coordination with the local officers.

Section 7. Duties of the Regional Board.

The duties of the Regional Board shall be:

To represent the Region on matters affecting the membership. However, if such matters affect the interpretation of any agreement or contract the conditions of the settlement must be submitted to the Executive Board for approval when no precedent for settlement has been made by the Executive Board.

To negotiate grievances and all other matters appealed from the Locals;

To conduct the affairs of the Union within the Region;

To provide for special representatives as required;

To prepare appeals to the Executive Board;

To prepare all recommendations to be referred to the Executive Board;

To act with the Chairman of the Regional Board in arranging for an annual audit of Regional funds.

Section 8. Duties of Chairman of the Regional Board.

Duties of the Chairman of the Regional Board shall be:

- To arrange for and preside at meetings of the Regional Board;
- To coordinate Union activities and be responsible for furthering the purpose of the Union within the Region;
- To arrange for an annual audit to be made of Regional funds;
- To sign all orders for the payment of money before payment by the Regional Secretary-Treasurer;
- To appoint members of special or standing committees which may be created by the Regional Board.

Section 9. Duties of the Vice-Chairman of the Regional Board:

The Vice-Chairman shall in the absence of the Chairman act in the capacity of and assume all duties of the Chairman.

Section 10. Duties of the Secretary-Treasurer of the Regional Board.

The Regional Secretary-Treasurer shall:

- Keep correct minutes of all meetings of the Regional Board and perform such other duties as are required by these By-Laws;
- Maintain a correct file of the membership in the Region by Locals and forward any changes to the Executive Secretary-Treasurer;
- Notify the Local Secretary-Treasurer of any change in status of any member affecting the collection of dues;
- Prepare annually and forward a complete record of membership within the Region to the Executive Secretary-Treasurer;
- Prepare and forward to the Executive Secretary-Treasurer a record of results of Local and Regional elections within the Region;
- Furnish the Executive Secretary-Treasurer as of the first of each month, a financial statement of the Regional fund;
- Receive all monies due the Regional Fund and keep correct account of these funds;
- Disburse all monies authorized by the Regional Chairman and/or the Regional Board;
- Remit monthly, the monies due the Locals to the appropriate secretary-treasurer;
- Be prepared at all times to give account of these monies;
- Make a quarterly report to the Regional Board.

Section 11. Regional Offices.

Each Regional Board shall establish a headquarters office in the Region.

Section 12. Executive Board.

In addition to the authority vested in the Executive Board by the Constitution the Board shall:

- Discuss and act upon problems of general interest;
- Approving a budget to be followed by the Executive officers;
- Formulating the general policies of the Union;
- Determining matters that have been referred to the Executive Board;
- Enact, amend, and interpret these By-Laws and interpret the Constitution;
- Designate a particular member or members of the Union or qualified agents to represent the Executive Board in collective bargaining and in the prosecution of grievances;

Provide for assessments, not to exceed \$4.00 in any one calendar year (January 1st to December 31st) subject to the approval by a majority of the votes cast by the membership, except that strike assessments shall not be included within the foregoing limitations;

Retain Legal Counsel;

Prepare and circulate proposed amendments to the Constitution;

Supervise all voting of a general nature;

Assist Regional Boards in the preparation and prosecution of grievances;

Act as final arbiter in the determination of all matters that may be referred to it involving disputes or differences within the Union itself, except for matters which are specifically reserved to the jurisdiction of the Judiciary Committee;

Pass upon applications for Local charters after approval by the Regional Boards;

Have the authority to appoint appropriate delegates to represent the Union at Assemblies of other organizations of workers;

Be responsible for the issuance of an official publication;

Arrange for an annual audit of the General Fund by a Certified Public Accountant;

Act as the delegated representatives of the Union in dealing with National, State or judicial bodies, acting either as a body or by delegation of authority to any of its members or to legal or special representatives;

Provide for special representatives as required;

Establish an Educational Department;

Appoint a Judiciary Committee of five members, which shall accept written complaints, conduct hearings and render written decisions which shall be final and binding.

Section 13. President.

The President shall have the duty:

To call and preside at meetings of the Executive Board;

To coordinate the activities of the Union and be responsible for furthering the purposes of the Union;

To arrange for an annual audit to be made of the General Funds;

To sign all orders for the payment of money before payment by the Executive Secretary-Treasurer;

To appoint members of special or standing committees which may be created by the Executive Board.

Section 14.

Duties of the Vice-President:

The Vice-President shall, in the absence of the President, act in the capacity of and assume the duties of the President.

Section 15. Duties of the Executive Secretary Treas.

The Secretary Treasurer shall:

Keep correct minutes of all meetings of the Executive Board and perform such other duties as are required by these By-Laws;

Maintain a correct record file of membership in the Union, by Regions and Locals;

Notify the Regional Secretary-Treasurer of any change in dues or in the methods of collecting dues;

Receive all monies due the General Fund and keep correct account of same;
 Be prepared at all times to give an account of these monies;
 Issue warrants for the making of disbursements authorized by the President
 and/or by the Executive Board;
 Arrange for an annual audit to be made by a Certified Public Accountant;
 Make a quarterly financial report to the Executive Board.

ARTICLE VII Finance

Section 1. Revenue.

The income necessary to conduct the affairs of the Union shall be derived from initiation fees, dues, and assessments.

A member shall not forfeit his or her membership in the Union because of non-payment of dues and/or assessments while in active military service.

Section 2. Initiation Fee.

Initiation fee shall be two (2) dollars for each new applicant starting the first day of the first month following the first meeting of the Executive Board. Initiation fees may be waived by Executive Board approval.

Section 3. Membership Dues.

Membership dues shall be \$1.00 per month for all members whose weekly base wage rate does not exceed \$40.00; \$1.50 a month for all members on a weekly base wage rate of \$40.00 to \$50.00; and \$2.00 a month for all members on a weekly base wage rate in excess of \$50.00.

Section 4. Custody of Funds.

The Executive Secretary-Treasurer shall receive all monies due the general fund.

The Regional Secretary-Treasurer shall receive all initiation fees, dues, fines and assessments for their respective regions.

The Local Secretary-Treasurer shall receive all monies due the Local Fund.

All funds received by the Executive, Regional or Local Secretary-Treasurers shall be deposited in a bank or banks approved by their respective Boards. Such bank or banks shall be protected by Federal depositors insurance.

Each Local, Region, and Executive board shall annually prepare and approve a budget to cover the contemplated expense of carrying out its responsibilities.

A per capita tax of fifty cents (\$.50) per member per month shall be paid to the Executive Secretary-Treasurer for each member in good standing as of the last day of each month by the 10th of the following month. In addition the Regional Secretary-Treasurer shall pay to the Executive Secretary-Treasurer one-half ($\frac{1}{2}$) of all initiation fees received during each month by the 10th of the following month.

The collection of dues and assessments shall be in accordance with established rules or regulations as provided by the Executive Board.

Section 5. Emergency and Strike Fund.

Ten percent (10%) of all monies collected (dues, assessments, fines and initiation fees) each month shall be forwarded to the Executive Secretary-Treasurer by the tenth of the following month to be deposited into an Emergency and Strike Fund. Such monies shall not be withdrawn without three-fourths ($\frac{3}{4}$) majority of the full voting strength of the Executive Board.

Section 6. Bonding.

All officers who have access to funds shall be bonded at the Union's expense in amounts sufficient to protect the Union.

Section 7. Disbursements.

All disbursements shall be by check.

All checks issued by financial officers shall be countersigned by the ranking officer of the body from whose treasury the disbursements are made.

A record of all expenses incurred in behalf of the Union shall be made on expense forms provided by the Union.

Section 8. Expense Authorization.

The President shall pass on all expenses chargeable to the General Fund.

The Regional Chairman shall pass on all expenses chargeable to the Regional Fund.

Section 9. Audits.

All financial records and accounts shall be audited at least annually.

Section 10. Misuse of Union Funds.

No monies from any Union fund shall be appropriated to support anything but Union activities and for the welfare of the Union.

ARTICLE VIII
Right of Appeal

The member (or members), committee or board which may be dissatisfied with the action of any official or body in the handling of a problem for such member (or members), committee, or board, shall present its case in writing to the level it considers appropriate and shall thereafter follow successively through each higher level, as it may deem appropriate to do so, until the problem is handled to its satisfaction. The "Appropriate Levels" are as follows: Local Board, Local Chairman, Regional Board, Regional Chairman, Executive Board, President and Judiciary Committee.

ARTICLE IX
Referendum Elections

The Executive Secretary-Treasurer shall prescribe the form, and provide adequate supplies upon the demands of members, of petition blanks for demanding a referendum vote. The judiciary committee shall determine whether the signatures on such petitions are valid and sufficient and whether such petitions have been filed within the period allowed by Article VIII of the Constitution. It shall notify the Executive Secretary-Treasurer, who shall act in accordance with the findings of the Judiciary Committee and accordingly order or deny a referendum election. The Judiciary Committee shall specify the group which is affected by, and consequently may vote in a referendum election on, each disputed issue.

ARTICLE X
Fines and Expulsion

Members may be fined (in amounts not to exceed \$10.00) or expelled from the Union for acts detrimental to the good of the Union. Such penalties shall be administered by the Judiciary Committee. All complaints must cite the act

(and offer evidence that reasonable proof of the act exists) and specify in what manner the act complained of is detrimental to the good of the Union to justify the Judiciary Committee to conduct a hearing.

If the Committee decides that a hearing is justified, it shall notify the complaining party, the party complained against, the President, and the appropriate Regional Chairmen, setting the date of the hearing within thirty (30) days of the receipt of the complaint but with at least five days' advance notice.

The accused member shall have the right to appear in his own behalf, provide such witnesses as he may desire, examine opposing witnesses and have the right to choose any member of the Union as his counsel. He shall have the right to be present during the entire hearing. If he fails to appear, the member's Regional Chairmen shall appoint a member in good standing to act as his representative and exercise his rights and the hearing shall be conducted as though the accused member were present.

A three-fifths vote of the Judiciary Committee shall be necessary to sustain the charges and prescribe the penalty, except that expulsion shall be ordered only on a unanimous decision.

ARTICLE XI Affiliation

Affiliation with a national union of telephone workers shall be:

(a) By a majority of the votes cast by mail ballot of the membership, and/or

(b) By a majority of the votes cast of the membership at any regular or special meeting, and

(c) All results of voting shall be returned in thirty (30) days to the Executive Secretary-Treasurer and counted by a Committee appointed by the Executive Board.

ARTICLE XII Withdrawal Card

A withdrawal card shall be allowed to any member for good cause upon application, provided all dues and assessments are paid in full. The card must be signed by the Chairman and the Secretary-Treasurer of the Local issuing the card. The Regional Secretary-Treasurer and Executive Secretary-Treasurer of the Union shall be immediately informed of all withdrawals. Such member may return to this Union upon deposit of the withdrawal card and shall be required to pay at least three months dues in advance except that no initiation fee shall be exacted.

ARTICLE XIII Strikes and Lockouts

Section 1. Notice. In the event of a serious dispute between the members and their employers, notice shall immediately be given to the members of the Executive Board and they shall endeavor to and make every effort to settle the matter amicably.

Section 2. Authorization. A strike shall be authorized by the Executive Board only, after complying with the following procedure:

(a) A meeting of the Executive Board, stating the purpose for which it is called, shall be advertised.

(b) A three-fourths (3/4) vote of the voting membership of the Executive Board must vote in the affirmative to call or sanction a strike of the membership of a Local, a Region or the Union, except that no strike shall be called unless authorized by the membership polled by at least two-thirds (2/3) majority vote of the votes cast.

Section 3. Directions

(a) Direction of strikes, lockouts and boycotts shall be in the hands of the Executive Board.

(b) Any member or members causing a strike without fully complying with Sections 1 and 2 of this Article or in any way violating the working rules of the Union, shall not receive any support, and shall be disciplined as the Executive Board may determine.

ARTICLE XIV Amendments

The Executive Board may, by two-thirds (2/3) majority vote of its full Membership, amend these By-Laws, except that any change in the dues structure shall be approved by a two-thirds majority of the votes cast by the Membership. Amendments not affecting the dues structure shall become effective after thirty (30) days have elapsed following official notification to the membership.

BY-LAWS of LOCAL 174
International Union United Automobile, Aircraft
and Agricultural Implement Workers of America

Affiliated with the
Congress of Industrial Organizations
Detroit, Michigan

ARTICLE I
Name and Jurisdiction

Section 1. The name of the Local Union shall be the West Side Local 174, International Union, United Automobile, Aircraft and Agricultural Implement Workers of America, CIO.

Section 2. This Local Union shall be composed of members of the International Union, UAWAIA, affiliated with the Congress of Industrial Organizations.

Section 3. The West Side Local 174, shall be considered an Amalgamated Local Union, consisting of Plant Organizations, approved by the Local Union and the Regional Director in whose territory they are located.

ARTICLE II
Objects

Section 1. To improve the working conditions, create a uniform system of shorter hours and higher wages; to maintain and protect the interest of workers under the jurisdiction of the International Union.

To unite in one organization, regardless of religion, race, creed, color, political affiliation or nationality, all employees under the jurisdiction of this Local Union.

To improve the sanitary and working conditions of employment within the factory and in the accomplishment of these necessary reforms, we pledge ourselves to utilize the conference room and joint agreements; or if these fail to establish justice for the workers under the jurisdiction of this Local, to advocate and support strike action.

To educate our membership in the history of the Labor Movement and to develop and maintain an intelligent and dignified membership; to vote and work for the election of candidates and the passage of improved legislation in the interest of all labor. To enforce existing laws; to work for the repeal of those which are unjust to Labor; to work for legislation on a national scale, having as its object the establishment of real social and unemployment insurance, the expense of which shall be borne by the employer and the Government.

To work as an autonomous Union affiliated with the Congress of Industrial Organizations together with other Unions for the solidification of the entire Labor Movement.

ARTICLE III
Membership, Initiation Fees and Dues

Section 1. The Local Union shall be composed of workers eligible for membership in the International Union, United Automobile, Aircraft and Agricultural Implement Workers of America.

Section 2. Any person eligible to become a member of the International Union, United Automobile, Aircraft and Agricultural Implement Workers of America, who is not affiliated with any organization whose principles and philosophy are contrary to those of this International Union as outlined in the International Constitution, may apply for membership to the Local Union having jurisdiction over the plant in which he or she is employed. The applicant must, at the time of application, be an actual worker in and around the plant. All applicants for membership in the Local shall fill out an official application, provided by the Union, answering all questions contained in such application, and sign a promise to abide by all laws, rules and regulations of the Local Union and the Constitution of the International Union.

Application must be accompanied by initiation fee in full. All applications thus received shall be referred to the Local Union for consideration. No application shall receive consideration of the Local Union unless the applicant has been continuously employed for a period of at least thirty days immediately preceding action on consideration thereof. Applications for membership rejected by the Local Union shall not be reconsidered until thirty days have elapsed.

Section 3. Any candidate failing to present himself for initiation within four weeks after notification of his being accepted to membership, without good and sufficient reason being given, shall forfeit all money paid by him.

Section 4. The original application signed by each new member shall be retained by the Local Union for its record and official receipt shall be given to each new member for all monies paid. All receipts shall be made out in duplicate, the original to be given to the member, the duplicate to be retained by the Local Union.

All monies due the Local Union by the applicant must accompany each application and the Financial Secretary shall issue an official receipt covering same. No new member will be recorded at the International Office nor will initiation fee or per capita tax be accepted for new membership until a monthly report is received from the Financial Secretary of the Local Union.

Section 5. Any Local 174 plant suspending or expelling any member for cause shall notify the Local Financial Secretary and the International Secretary Treasurer and the latter shall notify all Local Unions of this fact forthwith. A person who has been suspended or expelled by this Local Union shall not be eligible for membership in any other Local Union until all claims or charges against such person have been satisfactory settled with the Local Union suspending or expelling and written notice to this effect furnished the Local Union to which such person seeks admission.

Section 6. No member shall be allowed to hold membership in more than one Local Union of this International Union at the same time.

Section 7. No application shall be accepted from the one designated as the head of a department, directing company policy or having the authority to hire and discharge workers. Members of the Union who are promoted to such positions shall be issued a withdrawal card immediately by the Local Union.

Members promoted to minor positions where they work with their fellow workers and do not have the power of discipline by hiring or discharging employees may retain their membership in the Local Union at the discretion of the Local Union.

Section 8. The names of all applicants for admission who are known or suspected of having worked under the jurisdiction of a Sister Union, or about whose application there is the least doubt, may be published in the "Official Publication". No applicants whose names have been published shall be received into membership until thirty days after the date of such publication.

Section 9. All members of Local 174 are also members of the International Union and subject to the orders, rulings and decisions of this International Union and the properly constituted authority of the same.

Section 10. The Initiation Fee shall not be less than \$2.00 nor more than \$15.00 for membership in this Local Union of the International Union, United Automobile, Aircraft and Agricultural Implement Workers of America. One dollar of each initiation fee received by this Local Union shall be forwarded to the International Secretary-Treasurer.

Section 11. All dues and assessments are payable on or before the first day of each month, to the Financial Secretary of Local 174. The dues each member pays shall be one dollar per month. Five cents of each month's dues payment must be laid aside by the Local Union as a special fund to be used in case of strike or lockout. Two and one-half cents of each month's dues payment must be laid aside by the Local Union as a special fund to be used only for educational and recreational purposes.

Section 12. Any member becoming in arrears in dues or assessments within the time required by a local union, which in no case shall be more than two calendar months, unless officially exonerated from the payment of same by the local union, shall automatically be suspended from membership and can be reinstated only by paying a reinstatement fee and such other penalties as may be imposed by the Division of the local in which he is suspended. One dollar of each reinstatement fee shall be forwarded to the International Secretary-Treasurer. Members receiving "out of work" credit must pay all assessments when they are re-employed. Where a Division of the local imposes the payment of back dues, the International Union shall receive its per capita tax share of each dollar of such back dues.

Local Unions may notify members of their delinquency. However, failure of the Local Union to notify the member of delinquency shall not exonerate such member from automatic suspension.

If said member's dues or assessments are not paid by the end of the time allotted by the Local Union, said member shall be automatically suspended and subject to the penalties as outlined in the Division or Local By-Laws. When a member is so suspended the Financial Secretary shall make note of said suspension on his monthly report to the International Secretary-Treasurer.

When a member has been suspended for non-payment of dues or assessments and the financial secretary or other officers of the Local Union accept such payment thereafter, acceptance of his dues or assessments shall not operate to exonerate or reinstate the member, or to waive the provisions of the Local By-Laws relative to forfeiture and reinstatement of members.

Section 13. Any member becoming out of work shall report in some manner, within the month, to the Financial Secretary of the Local Union. Such a member shall be exempt from dues in accordance with Local Union provisions for the

period of such idleness and the Financial Secretary shall issue to such member a regular receipt, bearing the stamp, "Unemployed," or the letters "O/W" (out of work) provided, however, that such member must report in person, by mail, or otherwise, to the Financial Secretary, either monthly or within the two-month period. No "Out-of-Work" credits will be issued unless the member has paid his dues up to and including the month previous to his layoff.

Members working in the shop forty hours in any calendar month shall not be entitled to an "Out-of-Work" receipt.

Any member who has paid his dues in advance and later becomes entitled to "Out-of-Work" receipts as provided for in the International Constitution, shall, when he returns to work, be given credit on future dues for such months that entitle him to "Out-of-Work" receipts.

Section 14. Work Permits--Units may issue work permits to temporary employees for a period not to exceed thirty (30) days, from the date of hiring. Should the probationary period exceed thirty (30) days, then such permits will be cancelled and a new permit will be issued each thirty (30) days until the probationary period expires.

The charge for work permits shall be One (\$1.00) Dollar, Fifty (50¢) Cents of which shall be paid to the International Union and the remaining Fifty (50¢) Cents shall be equally divided between the Local Union and the Plant Unit.

Section 15. Reinstatement fee of Local 174 shall be the initiation fee, plus \$1.00 for one month's dues plus any assessments due, and whatever fines are imposed by the plant of which such delinquent member is attached. Any and all fines, however, are subject to the approval of the Local Executive Board and the International Constitution.

Section 16. Any member in good standing leaving the jurisdiction of the Union is entitled to an honorable withdrawal card. Any member leaving the jurisdiction of a Local Union to work under the jurisdiction of another Local Union shall be required to transfer forthwith, provided that this shall not apply to members holding a local constitutional office who involuntarily left the jurisdiction of their local.

Section 17. A member shall be entitled to a withdrawal card provided he shall have his dues paid up to and including the current month, or out-of-work receipts, and there are no charges or debts owed to the local union or assessments pending against him.

A member shall be entitled to a transfer card provided there are no charges or debts owed to the local union, or assessments pending against him.

A member who is transferring to a check-off plant and who has paid his dues in advance shall not be required to pay duplicate dues. The local union receiving the check-off dues shall refund the duplicate payment to the member involved and such local union shall be compensated for the amount of such refund under rules to be adopted by the International Executive Board.

Section 18. All transfer and withdrawal cards issued shall bear the seal of Local 174.

Section 19. The Local Union may charge a maximum of twenty-five cents for each transfer or withdrawal card issued.

Section 20. Withdrawal cards may be terminated by Local 174 or by International Officers for good and sufficient reasons.

ARTICLE IV
Powers of Administration

Section 1. The highest tribunal shall be the Joint Council, composed of delegates democratically elected by the membership of plants comprising the West Side Local 174.

Section 2. Between Joint Council meetings the highest authority shall be the Executive Board of the Local, which shall meet at least twice a month.

Section 3. Between meetings of the Local Executive Board the Administrative authority of the Local shall be vested in the Local President, subject to the approval of the Executive Board and the Joint Council.

Section 4. On all matters of major importance the Local Executive Officers only shall have the authority to make decisions subject to the approval of the Local Executive Board and the Joint Council.

ARTICLE V
Officers and Elections

Section 1. The elective officers of Local 174, shall be: one President, one Vice-President, one Recording Secretary, one Financial Secretary-Treasurer, three Trustees and such Executive Board members as the Joint Council may determine.

Section 2. A. The President, Vice-President, Recording Secretary, Financial Secretary-Treasurer and the three Trustees shall be elected at large.

B. The three Trustees shall be elected as follows: one shall be elected for three years, one for two years, and one for one year and at each subsequent election one trustee shall be elected for a three year term.

Section 3. The Local Executive Board members shall be nominated and elected from and by the membership of the plants within the West Side Local.

Only the membership from such plants or group of plants shall nominate and vote for their Executive Board member or members.

Section 4. The term of office of all elective officers shall be for a period of one year, such term to begin immediately upon installation; except Trustees who shall be elected for three years.

Section 5. All elections of Local officers, Board Members and Organizers, and Convention Delegates shall be by secret ballot.

Section 6. A. No member shall be nominated and/or elected by any plant or plant group other than that in which he or she is, or was last employed, when elections are confined to a plant or a group of plants.

B. Local 174 nominations at large shall be held only at meetings of the membership of the Local called for that purpose and shall be made from the floor by any member in good standing in attendance.

C. Any member nominated for office, to be filled by election, by the Joint Council, must be present at the Joint Council meeting.

Section 7. No member of Local 174 can be nominated for an elective office unless he or she has been in continuous good standing in Local 174 for a period of one year immediately preceding such nominations.

Section 8. Candidates receiving the highest number of votes for any office shall be declared elected.

Section 9. A special Nominating Meeting shall be called in February of each year (time and place to be set by Joint Council) to nominate Local Officers.

Section 10. Acceptance of Nominations must be made by registered mail, and must be in the hands of the election committee not later than ten days before the election date.

Section 11. The Local Elections shall take place in February or March each year. Such elections shall be conducted in accordance with the rules and regulations governing elections.

Section 12. Election of Local Union Executive Officers shall take place at the Local Union Headquarters, 2730 Maybury Grand Avenue, and such other places as may be designated by the Election Committee.

Section 13. Plant elections must be held once a year, not earlier than April, subject to these by-laws and the IUUAWA Constitution.

Section 14. If, because of location or size, any Unit of Local 174 may find it impossible to hold the annual election for Plant Officers at the Local Hall, such elections may be held at such other designated voting places as are agreed upon by the Unit and the Local Election Committee. The number of voting places shall not exceed one for each Plant. The Local Union will bear the cost of such election providing that:

- (a) No election shall extend beyond a 24 hour period.
- (b) Not more than three (3) paid members shall work in any one voting place; one of whom shall be a member of the Local Election Committee.
- (c) The voting place shall only be opened at such times as shall be agreed upon by the Unit and the Local Election Committee.

ARTICLE VI Salaries

Section 1. The salaries of all Executive Officers serving the Local in a full time capacity, shall be set by the Joint Council.

Section 2. The compensation of any member performing services under the direction of the performing services under the direction of the Joint Council or Executive Board, shall be paid an amount for time lost, equal to his normal earning capacity, and in no case shall this be less than Eight (\$8.00) Dollars per day.

Section 3. When any member is required to perform services away from his home, he shall be allowed in addition to the amount set forth above, first class transportation fare by the shortest route, or automobile expenses in case of a group, to and from his or her destination, and shall be allowed actual hotel and incidental expenses, not to exceed \$10.00 per day provided that an itemized bill shall in all cases be rendered to the Financial Secretary-Treasurer. This is to apply only in such cases as are under the direction of the Joint Council or the Executive Board, or when directed by a majority of the Executive officers, subject to the approval of the Joint Council.

Section 4. Salaries of Local Union organizers shall be set at the Joint Council meeting, previous to nominations for this office.

ARTICLE VII Joint Council

Section 1. The Joint Council shall have representation from each of the plants as follows: Plant Chairman, Recording Secretary, Financial Secretary, and one delegate for each ninety members in good standing or major fraction thereof, to be allocated twice each year, in the months of July and January.

Section 2. The Joint Council shall be the policy forming and legislative body, and shall conduct the business of the Local Union. All decisions shall be effective and binding unless two or more plants embracing at least one third of the total membership of the Local Union shall vote for a referendum.

Section 3. The Joint Council shall approve, reject or amend the reports of the Executive Board and the standing committees.

Section 4. The Joint Council shall consider all other problems of the Local that may come before it.

Section 5. The Joint Council shall hold regular meetings at least twice a month, unless voted otherwise by a two-third vote of the Joint Council. Special meetings must be called when so requested by a majority of an Executive Board meeting.

Section 6. A quorum of the Joint Council shall consist of twenty-five (25) percent of the delegates in good standing.

Section 7. Committees, Advisory Councils of groups having a common problem, may be formed within the structure of the Local, but in no case shall the authority of such committee or advisory council supersede the authority of the Joint Council.

Section 8. The Joint Council shall elect the necessary number of organizers to maintain the membership and carry on the necessary organizational activities of the Local 174.

Section 9. Any elected Joint Council delegate who is not present for three (3) consecutive meetings without cause shall be suspended.

Any Joint Council delegate missing over two (2) meetings out of eight (8) in any four (4) month period will be fined as follows:

- Third meeting missed 25¢
- Fourth meeting missed 50¢
- Fifth meeting missed 1.00

All fines to be taken from plant fund and must be repaid by delegates before being eligible to attend further Joint Council meetings.

Delegates excuses will be accepted only because of illness, or work in the shop, and excuses must be signed by the Plant Chairman or Secretary.

Section 10. The Joint Council shall elect from among its members a sufficient number of Sergeant-at-arms and a Guide.

ARTICLE VIII
Duties of the Local Union Executive Board

Section 1. The Local 174 Executive Board shall consist of such members as are determined by the Joint Council each year. President, Vice-President, Recording Secretary, Financial Secretary, the three Trustees: two each from Tinkons, Cadillac, Tornstodt and Kolsoy Hayes. Additional members to be elected by remaining plants, who shall be grouped according to membership in good standing, where membership does not warrant one Executive Board member.

Section 2. To conduct and be responsible for the affairs of the Local between meetings of the Joint Council, subject to the approval of the Joint Council.

Section 3. To make regular reports to the Joint Council on the condition of the Local.

Section 4. To make plans and recommendations for carrying out the work of Local 174 subject to the approval of the Joint Council.

Section 5. To authorize the expenditure of funds subject to the approval of the Joint Council.

Section 6. To elect from among its ranks, representatives, to the standing Local Union Committees, Hall, Education, Entertainment, Welfare, Women's, Constitution and By-Laws, Recreation and Union Label.

Section 7. To otherwise carry out the duties of a Local Union Executive Board as outlined in the I.U.M.W.A. Constitution.

Section 8. The Executive Board shall hold regular meetings at least twice a month. Special meetings may be called by the Local President and shall be called when instructed by the Joint Council or when requested by seven or more members of the Executive Board.

Section 9. A simple majority of the Executive Board shall constitute a quorum.

Section 10. Recommendations of all Executive Board meetings shall be read at the following Joint Council meeting. A roll call vote shall be recorded with such recommendations when the decisions of the Executive Board are not unanimous.

ARTICLE IX
Duties of Officers

Section 1. The Local Union shall have the following officers: President, Vice-President, Recording Secretary, Financial Secretary-Treasurer and three Trustees.

Section 2. Duties of the Local President

1. He shall make a complete report of the condition of the Local to the General Membership quarterly, in the months of January, April, July and October which is to be sent to all plant secretaries and to be published in the local union publication.
2. He shall be responsible for the affairs of Local 174 between meetings of the Executive Board, and to otherwise carry out the duties of a Local Union President as outlined in the I.U.M.W. Constitution.
3. He shall be an ex-officio member of all standing and special committees, and shall report the deficiency of any Committee to the body electing them.
4. He shall assist with the negotiations in any plant within the Local when so requested, and shall have supervision over the activities of all organizers.
5. On all matters of major importance, he shall consult the other Executive officers.
6. He shall be responsible to the Local Executive Board for the administration of the Union, according to these by-laws, actions of the Joint Council and the decisions of the Executive Board.
7. He shall report his actions to the Executive Board, acceptance or rejection being subject to the approval of the Joint Council.
8. He shall preside at all Joint Council and Executive Board and Local Union meetings.

Section 3. Duties of the Vice-President

1. The Vice-President shall assist the President in the discharge of his duties and shall perform the duties of the President in his absence, death, incapacity, or resignation from office, he shall attend all meetings of the Local.
2. He shall attend all sessions of the Local Union.

Section 4. Duties of the Recording Secretary.

1. It shall be his duty to keep an accurate record of the proceedings of the Joint Council, Executive Board, Executive Officers and General Membership meetings, and otherwise conform to the provisions outlined in the I.U.M.W. Constitution.
2. He shall notify, or see that proper notification is given all members, delegates or officers as to the time, place and date of all regular and special meetings of the Joint Council, Executive Board, Executive Officers and General Membership meetings, in sufficient time to permit their attendance.
3. He shall see that all motions, resolutions or communications adopted, passed or referred by any of the above meetings are executed or referred to the proper sources for execution.

4. In the event any of the above regular meetings are called off, it shall be his duty to give 48 hours notice of such change to all members or delegates with full explanation of the reasons thereof, except in the case of an emergency.
5. He shall maintain in his files copies of the minutes of all meetings of all Local standing committees and Plant membership and Steward meetings.

Section 5. Duties of the Financial Secretary-Treasurer

1. He shall furnish each plant with an accurate report indicating in detail receipts, expenditures and the amount of money available for each plant in their plant funds at least once each month.
2. He shall keep an accurate record of each plant fund showing an itemized list of receipts, expenditures and balance.
3. A minimum of five (5¢) cents of each dues dollar shall be set aside for the Plant Fund, of the Unit, this amount may be increased by action of the Local Executive Board, when approved by the Joint Council.
4. He shall issue plant funds only on the receipt of a properly signed form showing signatures of the plant financial secretary and the plant chairman, the sum to be expended and for what purpose.
5. He shall represent the Local Executive Board on the Local Advisory Finance Committee.
6. He shall expend no more than \$25.00 without the authorization of the Local Finance Committee subject to the approval of the Executive Board and Joint Council.
7. He shall otherwise carry out the duties of the Financial Secretary-Treasurer as outlined in the IUUAAAIA Constitution.
8. It shall be his duty to set aside two and one-half cents (2½¢) of each dues dollar to finance the Educational and Recreational activities of the Local as provided for in the IUUAAAIA Constitution.

Section 6. Duties of the Trustees

1. The Trustees together with the Financial Secretary-Treasurer, shall make up the Finance Committee, and shall be responsible to the Local Executive Board and the Joint Council for the condition of the finances of Local 174.
2. They shall make a written report to the Executive Board once each month and shall otherwise conduct themselves in conformity to the IUUAAAIA Constitution.
3. They shall make recommendations on all expenses of the Local, not purely fixed expenses.

ARTICLE X UANA Conventions

Section 1. The allotment to Plants of delegates to the International Convention shall be in proportion to the per capita paid by each plant within the Local.

Section 2. Small plants, whose per capita is less than enough to permit one delegate shall be grouped in such a manner as to give them the maximum number of delegates possible.

Section 3. All fractional amounts shall be allotted to the Joint Council. The number of delegates to which the Local is entitled by the total of these fractions shall be nominated from the floor and elected by secret ballot.

Section 4. A member to be eligible for nomination must be an accredited delegate of the Joint Council in good standing, and must not have accepted nomination for this same office in his plant nor will he be permitted to accept nomination for this office in his plant after accepting in the Joint Council.

ARTICLE XI

Structure and Duties of Standing Committees

Section 1.

1. Each Standing Committee except the Education, Entertainment and By-Laws Committees of Local 174 shall consist of at least one member from the Executive Board, not less than 3 members from the Joint Council, plus a representative from each plant. They shall hold regular meetings at least once each month the first meeting to be held not more than one month after the Local Union Elections are completed each year at which time the Committee will elect the necessary officers to properly carry on the work of the Committee.
2. Duties of the Chairman
 - A. He shall direct the functioning of the Committee in accordance with these by-laws and the I.U.M.W. Constitution.
 - B. He shall make a written report at least once each month to the Joint Council.
 - C. He shall have authority only to the extent of carrying out the decision of the Committee. He shall sign all vouchers for withdrawals of Committee funds only after such withdrawals has been ordered as approved by the Committee.
 - D. He shall be responsible for the functioning of all sub-committees.
3. Duties of the Secretary
 - A. He shall keep an accurate record of all the proceedings of all the meetings of the Committee, and furnish the Recording Secretary of the Local with a copy of same.
 - B. He shall keep a record of all the activities of the Committee and once each month prepare a summarized statement for the purpose of the Chairman's report to the Joint Council.
 - C. He shall keep a roll call of each meeting by plants and notify any plant whose member has failed to attend and keep a copy of all such communications in his file.
 - D. He shall have as a part of the minutes, the Financial Secretary's report.
 - E. He shall notify all members of the Committee as to the time, place and date of all regular and special meetings, sufficiently in advance to enable their attendance.
4. Duties of Treasurer
 - A. He shall at all times keep an accurate record of all monies available to the Committee along with an accounting of all expenditures by the Committee, an itemized accounting of the cost of all affairs, and the amount taken in the sale of tickets or through any other medium.

- B. He shall make a complete report of his office at each regular meeting of the Committee, and furnish the Secretary with a copy.
- C. He shall be responsible for all cash received through the affairs held by the Committee, all such monies to be turned over to the Local Financial Secretary to be applied to the fund of the Committee.
- D. He shall set up his books specifying the amount available for committee activities.
- E. He shall countersign all withdrawal vouchers for committee funds, only after such withdrawals have been signed by the committee chairman.

Section 2. Educational Committee

1. The educational committee shall consist of 5 members elected by and from the Joint Council.
There shall be an educational advisory committee chairman who shall meet with the Local educational committee at least once each month. A complete report of the Local committee's activities and finances shall be made at each such monthly meeting.
The advisory committee shall make recommendations to the Local committee on the necessary work to be conducted in order to better acquaint the entire membership with the principles outlined in the objects and preamble of the UAWA Constitution.
2. The duties of this committee shall be to promote the educational and cultural work of this Local and assist with the forming and building of active committees devoted to the same purpose in each plant in the Local, and shall furnish upon request of such committees speakers, literature, teachers and motion pictures.
3. They shall hold regular meetings at least once a month, special meeting may be called by the chairman and must be called when requested by a majority of the committee or when ordered by the Local executive board.
4. They shall have placed at their disposal 1½ cents of each dues dollar paid each month. Any total expenditure in excess of \$50.00 will be subject to the approval of the executive board.
5. They may conduct classes for Officers, Bargaining Committee and Stewards.
6. In the selections of educational class teachers they shall, whenever possible, select a member of the Local. All such selections, however, being subject to the approval of the executive board.
7. They shall have supervision over the activities of the Local educational director, the library, and the bulletin board in the hall.
8. They shall have supervision over the distribution of all pamphlets, papers, literature or printed material on the property of the Local except those published by Local 174.
9. They will also periodically call a general education meeting of all plant committees at which time a general review of past activities will be presented.
10. Regular reports shall be made to the International Education Department. Arrangements may be made with the International Educational Department for any assistance which may be required by the Local.

Section 3. Constitution and By-Laws Committee

1. The West Side Local Constitution and By-Laws Committee shall be composed of 5 members of the Joint Council, elected by the Joint Council at their first meeting after the Local elections are completed each year.

2. The duties of this Committee will be to gather information from the various plants of the Local on International Constitution changes, and formulate such recommendations into resolutions to be submitted to the International Convention after having been approved by the Joint Council.
3. It shall accept proposed changes of the Local By-Laws from the Joint Council, and bring back recommendation for ratification by the Joint Council.
4. It shall be their duty to check all actions of the Joint Council on policy and program, and determine whether such actions are in conflict or in conformity with these by-laws, and the International I.U.U.A.I.W.A. Constitution. In the event any such action is an addition it will be their duty to see that such addition is made known to all plant organizations in the Local after having been properly acted upon according to those By-Laws.
5. The Committee will meet in regular session at least once every two months and special meetings may be called when requested by the Executive Board or Joint Council.

Section 4. Entertainment Committee

1. The Local entertainment committee shall consist of 7 members elected by and from the Joint Council. There shall be an advisory committee consisting of each plant entertainment committee chairman who shall meet with the Local committee at least once each month. They shall make recommendations to the Local committee on the necessary entertainment and social affairs to be conducted for each plant.
2. The entertainment committee shall be furnished with an account of \$100.00 to be used as a working capital, and retained by the Local financial secretary, subject to withdrawal on vouchers signed by the committee chairman and counter-signed by the committee treasurer, when such voucher is for not more than \$5.00 or when approved by 3 executive officers or a meeting of the entertainment committee.
3. Be self supporting, and devoted to the purpose of providing the necessary Entertainment and Social affairs for the membership in each plant, in order to bring about a better acquaintance and a broader understanding of the problems mutually encountered by all the members of the Local.
4. Make purchases for their particular needs in the conducting of their affairs, only to the extent of the amount available to them, in the Committee Treasury, all purchases, however, to be made by and/or thru the Local Financial Secretary's office.

Section 5. Financial Advisory Committee

The Financial Advisory Committee of Local 174 shall consist of the Local Financial Secretary-Treasurer, the Local Trustees, and all Plant Financial Secretaries. They shall meet at least once a month to discuss problems in their plants pertaining to dues collections, delinquent stewards and members, and work out means of cooperation between the dues office and the plants. They shall make recommendations on all financial problems to be presented to the Executive Board, the Joint Council or the Trustees.

Section 6. Hall Committee

The Hall Committee shall consist of five members of the Joint Council, plus one (1) representative from the Executive Board. The duties of this committee shall be to advise the Joint Council of any repairs or

changes which may be necessary to the Local Union Hall; to see that all necessary steps are taken to ensure the safety of members using the Hall, and to cooperate members using the Hall, and to cooperate with the Education Committee in enforcing its ruling on the distribution of Literature.

Section 7. Women's Committee

1. This committee shall consist of seven members elected by and from the Joint Council. Its duties shall be to assist in the organization of the women's auxiliary and to aid in the solution of women's problems in the plant.

Section 8. Election Committee

1. The election committee shall consist of nine members elected from the Joint Council.
2. No member of the Local Union Election Committee shall take any active part in the election of any candidate during the period of any election other than his official duties as a member of the Committee.
3. No member of the Election Committee shall instruct any voter unless called upon to do so by such voter.
4. It shall be the duty of the member in charge of voting places to inspect voting booths at regular intervals and to clean out any slates, papers, and other material that may be found, also inspect pencils and replace if necessary.
5. No one except Committee members and voters who have yet to vote shall be allowed in any place designated as a voting place.
6. Voters having cast their ballot shall not be allowed to loiter in the election place.
7. The Committee shall check all dues receipts before issuing a ballot.
8. It shall be the duty of the Committee to order the printing of all official ballots and sample ballots.
9. A sample ballot shall be sent to each candidate. Sample ballots not to exceed 25 will be furnished upon request of Plant Secretary.
10. Posters and election literature will not be allowed within 100 feet of the entrance to any building designated as a voting place.
11. Any voter creating a disturbance or otherwise behaving in an improper manner, shall be ejected, and may be subjected to disciplinary action by the Joint Council.
12. The Election Committee shall notify all nominees (by registered mail) of their nomination not later than one (1) week after the nominating meeting.
13. Spoiled Ballots--Ballots bearing identification marks or writing shall not be considered valid.
Any ballot which clearly indicates the intention of the voter and does not bear any mark of identification, shall be considered valid.
14. Ballots bearing more votes than required by any office shall be valid, except the office for which the excess votes were cast, which will not be counted.
15. In all Local elections, all ballots shall be counted at the Union Hall, 2730 Maybury Grand, such ballots will be counted in bloc and no attempt shall be made to segregate the various plant votes. Ballots and registration cards must be placed in a sealed container immediately upon presentation by eligible voter, to a member of the Election Committee and in the presence of said voter, such boxes to remain locked or sealed until after polls are officially closed according to the originally announced election hours, at which time the ballot boxes will first be opened and the ballots

- counted. This being done, the box containing registration cards will then be opened and segregated according to plants and turned over to the Financial Secretary's office for checking.
16. Any voter in the line at the polls at the time of closing will be permitted to vote.
 17. At the first Joint Council meeting following an election, the Chairman of the Election Committee shall present a complete report. (Report forms will be provided for this purpose.)
 18. Copies of these instructions shall be hung in a prominent position in each election place and members of the Election Committee shall make themselves acquainted with the same.
 19. Any member of the Election Committee violating these rules or otherwise conducting themselves in a disorderly manner may be relieved from their duties for the duration of the election, at the discretion of a majority of the Committee members functioning at the place where such violation or misconduct occurs. A report of any such infraction to be submitted to the next Joint Council meeting.
 20. The Election Committee shall supervise and conduct all Local elections and supervise all plant elections. They shall post notice as to time and place of voting booths for all the plants and plant groups at least two (2) weeks before the election. They shall see that the names of the duly nominated members are placed on the ballot, and that the list of nominees shall be available for all plants and members at least one (1) week prior to the election. The Election Committee shall count all ballots and post the results in a conspicuous place. The Committee shall be responsible for safeguarding all ballots for a period of ninety (90) days following the election, so that recounts can be made if deemed necessary. The committee shall be further governed by the I.U.U.A.A.I.N.A Constitution.
 21. At least one member of the Local Election Committee shall sit with the plant Election Committee at all elections, and in no case shall the Election Committee members be members of the plant holding the election.
 22. When any member of the Committee accepts nomination to any office he shall not act as a member of the Committee for the duration of that particular election.
 23. Election booths shall be kept open for the full time determined by the committee, but in no case will such time exceed eight hours in any one election day.

Section 9. Political Action Committee

1. The political action committee shall consist of seven members elected by and from the Joint Council, plus one member from the executive board.
2. It shall work in conjunction with Labor's Non-Partisan League and support only candidates endorsed by the League. It shall be their duty to assist in the establishment of political action committees in each plant in the Local. It shall be their duty to investigate and approve all political petitions before being circulated by the Local. They shall be guided by the decisions as arrived at by the Michigan State CIO Convention.

Section 10. Welfare Committee

1. The welfare committee shall consist of the plant welfare committees and one or more members of the executive board. Its duties will be to make plans and to help the unemployed members of the Local in getting relief,

to raise money for emergency relief for unemployed members, and to generally aid and assist the members of Local 174 in times of need in every way possible.

Section 11. Union Label Committee

1. The committee shall consist of five members elected by and from the Joint Council. They shall be devoted to the idea of coordinating their work with that of the Greater Detroit and Wayne County Union Label Committee, for the purpose of better acquainting the membership of Local 174 with the fundamental principles of Unionism through a broader understanding of the need of supporting fellow-workers in various industries, and by publicizing and urging the exclusive use of those products made under fair labor conditions. A thorough study of the advisability and advantages of the use of the IUUAMIWA Union Label on the products manufactured in West Side Local plants, shall be made, and they shall assist with negotiations of a Union Label Clause in all contracts where it is found advisable, by furnishing the necessary data and information.
2. They shall have at their disposal adequate space in the West Side Conveyor which shall be used for the purpose of publicizing fair and unfair firms and products.
3. They shall elect from among their ranks the necessary number of delegates to the Greater Detroit and Wayne County Union Label Committee to insure full representation for the Local.

Section 12. Recreation Committee

1. The committee will consist of seven members elected by and from the Joint Council. The duties of this committee shall be to promote recreational activities of Local 174, and assist with the forming and building of active committees devoted to the same purpose in each plant of Local 174.
2. They shall hold regular meetings at least once a month. Special meetings may be called by the chairmen and must be called when requested by a majority of the members of the committee or when ordered by the Local Executive Board.
3. They shall have placed at their disposal one cent of each dues dollar paid each month. Any total expenditure in excess of \$50.00 will be subject to the approval of the Executive Board.

ARTICLE XII

Duties of Local Organizers

Section 1. He shall be under the supervision of the President to whom he will be responsible for all his activities as a representative of this Local Union.

Section 2. He shall make a monthly report of his actions to the Joint Council and submit a copy of this report to the Local Secretary to be kept on file.

Section 3. He shall fill out a report each morning showing his contemplated activities for the day.

Section 4. He shall be responsible for maintaining and building the membership in the Plants to which he is assigned.

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MAY 8 1950

CHUGOKU

NO. INFORMATION: NOT A BUREAU FILE
EDWARDS 8

A UNION CONSTITUTION

Do you know the keys to your union activities?

Unions are made up of both men and women.

L-142
~~L-235~~

For Unions;

- to be strong.....must be democratic
- to be democratic.....must have full member participation.
- to have full member participation.....must have both men & women's cooperation.

In order to participate fully in their unions, women must know what the Union is, what it does, and how it does it.

Do you know the keys to your union movements?

Union Constitution is one of the keys.

Women unionists! Let us draw up a good constitution for your union.

1. Study principles of Union Constitution
----in two or three conferences----

First of all, in order to study the legal provisions concerning the union constitution, you read especially, the articles that will be your references (Article 2 and Article 5) of the revised Trade Union Law.

By this you will learn the following points.

- 1) What kind of unions are covered by the provisions of the Trade Union Law? (Article 2)
- 2) What are the provisions that should be included in the union constitution? (Article 5, paragraph 2)

Regarding the constitution, Trade Union Law Article 5 paragraph 2 stipulates as follows:

"In a Union Constitution the following items must be included:"

1. Name
2. Address of the main office.

L-23D

- 3. Members of a trade union beside a federated trade union (hereinafter referred to as "local unions") shall have the right to participate in all affairs of the trade union and the right to be rendered equal treatment.
- 4. In no event shall any one be disqualified for union membership because of race, religion, sex, social status or family origin.
- 5. The officials of a local union shall be elected by secret ballot directly by the members, and the officials of a federation or a national union may be elected by secret ballot directly by the members of the local union or by delegates elected directly by secret ballot of the members of the local union.

(1) Election of union officers

Local Union

All union members (direct secret ballot)
---election of union officers.

Federated or national union

a. All local union members (DSB)
--election of union officers.

b. All local union member (DSB)
--election of delegates-----

-----delegates(DSB) -----election of officers.

- 6. General Meeting shall be held at least once every year.
- 7. Financial report showing all sources of revenues and expenses, names of main contributors and present financial status shall be made public to the members at least once every year, together with certification of its accuracy by a professionally competent auditor appointed by the members.

- 8. No strike action shall be started without the decision made by secret ballot either directly by a majority of members voting or directly by a majority of delegates voting directly elected by secret ballot by all members.
- 9. No constitution of a local union shall be revised except by a majority vote by direct secret ballot of the members. No constitution of a national union or a federation shall be revised except by a majority vote by direct secret ballot by the members of the local union or by the delegates directly elected by secret ballot by all members.
Revision of union constitution.

Local union

All union members (DSB) --support by majority--
revision of union constitution.

Federated or national union

All local union members (DSB) --support by majority--
revision of union constitution.

All local union members (DSB) --election of delegates--
Delegates (DSB) -----support by majority...
revision of union constitution.

- 2. To study what is desirable as articles in the union constitution.
 - 1) About the name.
It is better to use the name clearly discerned as that for the Labor Union, such as "...employees union" or "...workers union".
 - 2) About the location of the union office.
Details of the address of the union office should be clearly stated.
 - 3) About the right of the union members, following items are desirable.

- a. Union members should participate in all the union activities and receive all the benefits of the union.
 - b. Members should put forth their opinions about all the problems of the union and participate in the decisions.
 - c. All members of the union who have paid their dues are eligible for officers and can participate in the election of officers.
 - d. The punishment of the members should be discussed by inquiry committee and the person who is charged should have the right to present evidence. In case of punishment and for expulsion the union member should have the right to appeal to the rank and file, and the action to be taken should be decided by secret ballot.
- 4) It is better to fix that the general meeting be held periodically. Especially, it is idealistic to have the item providing the monthly general meeting.
 - 5) How to carry out the general meeting should be regulated in detail, so that no confusion will arise in the process of discussion.
 - 6) About the financial report.

It is desirable to have such regulations as that the higher, federal bodies of the union should send auditors to the local unions that can not afford to have their own, or that two or three unions should employ a common auditor.

3. To study how to treat women members in a trade union.

The next theme of our study is what sort of treatment is to be provided for women union members by union constitutions. You are all well informed that women as union members have equal rights and are eligible for equal treatment, as is intended by the stipulations in Article 14 of the Constitution and Article 5 of the Trade Union Law. Democratization of Japan as well as the labor movement will not be accomplished unless the time comes when our women exercise equal rights, both as citizens and union members.

It is important, therefore, that in the constitution of a trade union, a stipulation should be included that prescribes the implementation of the principle for equal treatment of women. Equal treatment should extend to fair representation of women on the executive bodies of the union. It may not be an easy task to provide in the stipulations of the constitution the exact number and percentage in detail concerning women representatives to be sent to central committees, executive committees and other organs of trade unions. Hence, it is advisable that a provision clarifying the moral principle for treating women fairly be contained in the constitution. An example of a provision for fair treatment:

"In order to strengthen this organization and to carry forward the democratic principles of the Constitution of Japan and of the free democratic labor organizations throughout the world, it shall be the firm policy of this union to encourage and foster the participation of its women members in all its affairs and to ensure fair representation of women on its executive and policy-making organs.

4. Study your own union constitution.

When you have understood all what is said above, next study your own union constitution. Read it together and find out if there is any imperfect and mis-leading points and mention them one by one if any. Also study the constitutions of other unions.

5. Draw up a revision draft of the union constitution.

-- in two or three meetings --

Now draw up a revision draft of your union constitution article by article, revising the imperfect points. Two or three meetings will be required for this. If you think that the constitution in use at your union is inadequate, and needs revision, you can ask the union organization for its revision. In case your constitution is to be revised, the draft of the constitution that you have made may be presented to the draft committee of the constitution of your union.

Notice!

- * According to the revised Trade Union Law, there is no system of reporting the union constitutions to the authority.
- * In order to participate in the formal procedures provided in the Trade Union Law and the Labor Relations Adjustment Law, and receive the remedies provided in them, the labor union must submit to the Labor Relations Committee evidence such as union constitution, labor agreement and others, which shows that it is in compliance with Article 2 and Article 5, paragraph 2 of the Trade Union Law.
- * Consult with the Prefectural Labor Policy Sections and the Local Labor Policy Office near your place, if you have anything you do not understand in drawing up your constitution.

REFERENCE MATERIAL

Reference materials

"Detailed Interpretation of Trade Union Law"

- by Director of Labor Policy Bureau, Labor Ministry
- published by Central Labor College

"Interpretation of Revised Trade Union Law"

- by Labor Legislation Section, Labor Ministry
- published by Labor Policy Research Institute

"Union Constitution and Labor Agreement in the Revised Trade Union Law"

- by Labor Policy Bureau, Labor Ministry
- published by Labor Culture Society.

"General Union Meeting" (play)

- by Richard Deverall
- published by Kansai Democratic Labor Society

"Note-book for Speech"

"Note-book for Discussion"

"On the Women's Section of Labor Unions"

"Do you know the Keys to your union movement"

-- "Collective Bargaining"

-- "Labor Agreement"

-- "General Union Meeting"

Women's & Minors' Bureau,
Labor Ministry